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## Department of Social Welfare

CHARLES M. WOLLENBERG  
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September 18, 1946

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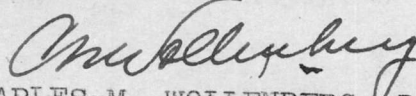
IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Enclosed are three additional copies of the Manual  
Boarding Homes for Aged and Children sent to you on  
August 26, 1946.

These copies are identical with the ink corrected ones  
filed with you on August 26, 1946. You may wish to  
discard the ink corrected copies.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

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DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
September 18, 1946

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In the office of the Secretary of State  
of the State of California

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FRANK M. JORDAN, Secretary of State

By *Robert J. Jordan*  
Assistant Secretary of State

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BOARDING HOME MANUAL LETTER NO. 1

Attached is a copy of the Manual Boarding Homes for Aged and Children which was adopted by the State Social Welfare Board August 23, 1946, to be effective October 1, 1946. It covers material previously issued in the S.D.S.W. Regulation Boarding Homes Series and the Boarding Home and Child Welfare Circular Letter Series.

The S.D.S.W. Regulation Boarding Homes Nos. 1 through 18, inclusive, and Boarding Home and Child Welfare Circular Letters 1 and 2 are superseded by this manual.

Your attention is called to the following changes in policy and procedure:

Deletion of the requirement of a 16 foot ceiling in bedrooms used by three or more persons when bunk beds are used. (Ch. IV, sec. IV-140)

Addition of the requirement that a new license be issued when there is a change in license capacity or classification. (Ch. V, secs. V-600, V-620, and V-660)

Addition of the requirement of a master file for all boarding homes. (Ch. VII, sec. VII-100)

Changes in the completion of the monthly statistical reports on licensing making certain items permissive while others remain mandatory. (Ch. VIII, sec. VIII-500)

Addition of a requirement that the State Department of Social Welfare be notified of licenses discontinued for reasons other than expiration of license. (Ch. IX, secs. IX-300, IX-330, IX-350, IX-450)

Discontinuance of the use of special forms for parent-child boarding homes. (Index of Forms in Appendix)

There is also new interpretive and informational material included in the appendix.



This manual is assigned on a loan basis. If at any time you have no further need for the manual, it should be returned to:

Manual Unit  
State Department of Social Welfare  
616 K Street  
Sacramento, California

Additions and revisions will be sent you as issued and are to be inserted in accordance with instruction on the back of the cover sheet. Each manual holder is responsible for keeping his copy current.

An index will be forwarded as soon as it is completed.

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Issued August 23, 1946



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## APPENDIX



## CHAPTER I

## JURISDICTION OF THE STATE DEPARTMENT OF SOCIAL WELFARE

I-50

HISTORICAL DEVELOPMENT

I-50

The present responsibilities of the SDSW for the licensing of boarding homes, institutions, and child placing agencies are the outgrowth of activities which began prior to 1900.

Before 1900, the State Board of Examiners, the State Board of Health, and the State Superintendent of Public Instruction, all had some responsibility for investigating private institutions for children. The State Board of Examiners, though primarily interested in the fiscal aspects of State Aid to Children, did evaluate in its reports to some extent the social aspects of the care given to children in institutions.

In 1903 the legislature provided for the licensing of maternity homes, institutions, boarding homes, or other places for the reception and care of children by county boards of health or public health officers. Licenses were revocable if the hospital, institution, or boarding home were managed without proper regard for health, morality, sanitation, comfort, or hygiene. However, few local boards of health assumed this responsibility.

The State Board of Charities and Corrections, created in 1903, had investigatory and reporting powers with regard to public charitable, correctional and penal institutions.

In 1910 the State Board of Charities and Corrections recommended that various agencies and associations engaged in finding homes and placing dependent children be brought under its supervision. This recommendation resulted from abuses in which dependent children were indiscriminately placed in institutions and were usually discharged at the age of fourteen years when state aid was no longer available. The Board stressed the desirability of placing children in family homes and of supervising the child placing agencies engaged in this work. Abuses had also been observed in the placement of children in family homes without proper investigation and/or supervision. In 1911, therefore, the legislature provided for the licensing of organizations, societies or persons engaged in the placing of dependent children in family homes.

In 1913 the legislature provided for the licensing of maternity hospitals and boarding homes for the reception and care of children by the State Board of Charities and Corrections.

In 1925, when the State Department of Public Welfare succeeded the State Board of Charities and Corrections, the licensing power was expanded to include institutions for the reception and care of aged and infirm persons. Power was also given in the same year to use local agencies as approved and accredited inspection services.

In 1927 the State Department of Social Welfare succeeded the State Department of Public Welfare, and with the exception of the provisions for

(Section Continued on Next Page)

I-50 (Continued)

I-50

financial subvention to local accredited licensing agencies, made possible by the 1946 special session of the legislature, no far-reaching changes have occurred in the law since 1927.

I-100 INSTITUTIONS AND BOARDING HOMES FOR AGED PERSONS

I-100

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person." (W&IC 2300)

I-110 DEFINITION OF AN AGED PERSON

I-110

An aged person is defined as one who has reached the age of 65 years.

I-120 DEFINITION OF A PRIVATE BOARDING HOME FOR AGED

I-120

A private boarding home for aged is a residential family home which accepts for board and care from one to fifteen aged persons who are not relatives of the operator of the home.

I-130 DEFINITION OF A PRIVATE INSTITUTION FOR THE AGED

I-130

A private institution for the aged is a home which accepts sixteen or more aged persons for board and care, or which is so organized or administered that its service is essentially institutional in character regardless of the number cared for.

Private institutions for the aged may be either commercial or non-profit.

The licensing and supervision of private institutions for the aged is the responsibility of the SDSW.

The SDSW provides a Directory of Private Benevolent, Charitable, Fraternal and Sectarian Institutions for the Aged.

Standards for Institutions for Aged in California are available from the SDSW.

I-140 LIFE CARE CONTRACTS

I-140

"Any organization or person maintaining a home for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this Division." (W&IC 2350)

(Section Continued on Next Page)



I-140 (Continued)

I-140

The granting of a Certificate of Authority to engage in life care is contingent upon the holding of a license to care for aged.

The granting of a Certificate of Authority is the responsibility of the SDSW.

I-200 HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT OF PUBLIC HEALTH

I-200

Licensing of Homes and Institutions by SDPH

Under the provisions of Sections 1400 through 1418, Health and Safety Code, private hospitals, sanatoria, nursing homes and convalescent homes are required to secure a license from the State Department of Public Health. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving of bedside care, application of dressings or bandages, and carrying out of treatments prescribed by a duly licensed practitioner of the healing arts.

Application of Definitions to Homes for Aged

The jurisdiction of the SDPH in relation to nursing and convalescent homes includes not only the homes which admit one or more bed patients, but also homes caring for persons with physical illnesses or defects not requiring bed care.

Homes for aged caring for persons suffering from heart ailments, light strokes, cancer, diabetis, asthma, rheumatism, arthritis, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

(Section Continued on Next Page)

I-200 (Continued)

I-200

Homes for aged under the licensing jurisdiction of the SDSW and its accredited agencies which continue care for aged guests when prolonged illnesses occur may, as time elapses, come under the licensing jurisdiction of the SDPH. When the characteristics of the home change from custodial care to care of the ill, referral shall be made to the SDPH for determination of jurisdiction under the hospital licensing law.

Private family homes which provide custodial care only of the enfeebled aged, are not considered nursing homes. A private family home caring for an aged friend as a member of the family, but not regularly caring for aged persons, is not considered a nursing home even though the aged friend may be in ill health and under a physician's care and supervision.

Homes under the licensing jurisdiction of the SDPH will not be licensed by the SDSW or its accredited licensing agencies, even though physically well persons are cared for in addition to those suffering from physical illness or defect. Exception is made in the case of homes entering into life care contracts and requiring a Certificate of Authority from the SDSW in accordance with the provisions of Sec. 2350 of the Welfare and Institutions Code. In such cases (rarely occurring in boarding homes) the SDSW license is issued on the basis of the license issued by the SDPH and without social study by the SDSW or its accredited agency; and the Certificate of Authority is issued by the SDSW after determination of compliance with fiscal requirements.

#### Procedure for Referral to the SDPH

Homes for aged coming under the above definitions shall be referred to the SDPH through the SDSW.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

- Name of the home;
- Address of the home;
- Name and address of operator, if different from name of home;
- Capacity or population;
- The physical illness or defects of aged guests as reported by the operator, patient, physician or relative. A diagnosis is not necessary;
- The services offered by the home (e.g., administration of medicines, preparation of special diets, bedside care, etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the operator in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending) and the case shall be closed.



I-300

HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT  
OF MENTAL HYGIENE

I-300

A boarding home or institution which cares for the aged for compensation who are alcoholics, drug addicts, epileptics, or who are mentally deficient, insane, or mentally ill, is under the licensing jurisdiction of the State Department of Mental Hygiene. (W&IC 5700)

I-400

BOARDING HOMES AND INSTITUTIONS FOR CHILDREN: HOME FINDING  
AGENCIES

I-400

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption." (W&IC 1620)

I-430

FAMILY BOARDING HOMES FOR CHILDREN

I-430

A family boarding home for children is a private family home which accepts for 24-hour care, with or without compensation, one to fifteen children (inclusive), under sixteen years of age, including the children of the foster parents.

I-440

FOSTER FAMILY DAY CARE HOMES

I-440

A foster family day care home for children is a private family home which accepts for care during the day only, with or without compensation, one to ten children (inclusive), under sixteen years of age, including the children of the foster family.

I-450

PARENT-CHILD BOARDING HOMES

I-450

A parent-child home offers board and room, or room only, to parents with their children, including, as a clearly defined part of the service given, the care and supervision of the children while the parent is away either at work or elsewhere.

A parent-child boarding home is one which accommodates not more than six children under sixteen years of age, including the foster mother's own children, nor more than four family units, including the foster family unit. Employees and their children in residence (e.g. housekeeper and child) are included in the count of children and family units.

I-500

CHILDREN'S INSTITUTIONS

I-500

An institution for children is a home which accepts for care sixteen or more children under sixteen years of age, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for. Such institutions may be either commercial or philanthropic in character. Also, such institutions include the private boarding school offering a custodial summer program.

A directory of institutions for children is available from the SDSW. Standards may be obtained from the SDSW.

I-520

DAY NURSERIES

I-520

A day nursery for children is an institution which provides care during the day time only for eleven or more children, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for.

Such institutions may be either commercial or philanthropic in character and include the industrial day nursery operated on a seasonal basis, e.g., in connection with a cannery.

Standards are available from the SDSW.

I-540

NURSERY SCHOOLS

I-540

Private nursery schools for children under four years and six months of age (the age at which children may be admitted to public kindergarten), are within the licensing jurisdiction of the SDSW.

Such facilities may call themselves day nurseries, nursery schools or play schools, and include the facility offering primarily custodial care as well as that which offers primarily educational experience (nursery school training). Nursery schools may be either commercial or philanthropic in character.

Standards are available from the SDSW.

I-560

SUMMER CAMPS

I-560

The following types of summer camps fall within the provisions of Sec. 1620 of the W&IC:

- (a) Summer camps conducted as part of the program of a children's institution or a foster home;
- (b) Non-commercial summer camps operated by youth organizations or service clubs;
- (c) Commercial summer camps operated by private individuals or corporations.

(Section Continued on Next Page)



I-560 (Continued)

I-560

Summer camps conducted as a part of a children's institution are included in the licensing study of the institution; foster homes which have a summer camp program are likewise included in the evaluation of the particular home.

The SDSW does not exercise its jurisdiction over other commercial or non-profit summer camps of seasonal duration (summer camps operated by youth organizations, service clubs, or commercial summer camps operated by private individuals or corporations) unless the camp sponsor makes a request to file an application, or a complaint regarding the camp is received. Applications for a license are referred for health and fire clearance; complaints are investigated and action is taken as required.

I-580 PARENT-CHILD INSTITUTIONS

I-580

A parent-child institution is a home for parents and children which cares for more than six children under sixteen years of age, or more than four family units, or which is so organized and administered that its service is essentially institutional in character regardless of the number cared for.

Standards are available from the SDSW.

I-600 CHILD PLACING AGENCIES

I-600

Private agencies may be licensed by the SDSW to engage in the finding of homes for children under sixteen years of age, and to place children in such homes for temporary care.

I-650 ADOPTION AGENCIES

I-650

Two private agencies are licensed by the SDSW to accept relinquishments of children from parents and to place children in homes for adoption. A pamphlet, Adaptation of Adoption Law and Procedure, is available through the SDSW.

I-700 HOMES FOR CHILDREN UNDER JURISDICTION OF THE STATE DEPARTMENT OF PUBLIC HEALTH

I-700

Licensing of Homes and Institutions by SDPH

Under the provisions of Secs. 1400 through 1418, Health and Safety Code, private hospitals, sanatoria, nursing homes, convalescent homes and maternity homes are required to secure a license from the SDPH. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnoses, care and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any

(Section Continued on Next Page)

I-700 (Continued)

I-700

such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, maternity home, lying-in asylum, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving bedside care, application of dressings or bandages, and carrying out treatments prescribed by a duly licensed practitioner of the healing arts.

A maternity home is a private home or institution receiving maternity patients for gain or reward, before, during, or within ten days after delivery.

#### Application of Definitions to Homes for Children

It should be noted that homes for day care only are not included in the definitions above.

The jurisdiction of the SDPH in relation to nursing and convalescent homes includes not only the homes which admit one or more bed patients, but also homes caring for children with physical illnesses or defects not requiring bed care.

Foster homes for children suffering from cerebral palsy, asthma, crippling defects, and other illnesses or defects requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

A private family home providing custodial care only for a spastic or crippled child, but not regularly caring for ill or crippled children, is not considered a nursing home.

Homes under the licensing jurisdiction of the SDPH will not be licensed by the SDSW or its accredited licensing agencies even though physically well children are cared for in addition to those suffering from physical illness or defect.

#### Procedure for Referral to the SDPH

Homes for children coming under the above definitions shall be referred to the SDPH through the SDSW.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

(Section Continued on Next Page)



I-700 (Continued)

I-700

Name of the home;  
Address of the home;  
Name and address of foster mother, if different from name of home;  
Capacity or population;  
The physical illness or defects of children as reported by the foster parent, physician or relative. A diagnosis is not necessary;  
The services offered by the home (e.g., administration of medicines, preparation of special diets, bedside care, etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the foster mother in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending) and the case shall be closed.

I-730 MATERNITY HOMES UNDER JURISDICTION OF THE SDSW

I-730

Maternity homes are also subject to the licensing jurisdiction of the SDSW (as well as the State Department of Public Health) when such homes provide care in addition to medical or hospital care for prospective mothers under sixteen years of age, or for the newborn after the mother is discharged, or if the home engages in child placing.

Standards for maternity homes are available from the SDSW.

I-750 HOMES FOR CHILDREN UNDER THE JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE

I-750

Homes which care for the mentally deficient child, the child who is mentally ill, or the epileptic child, for compensation, are under the licensing jurisdiction of the State Department of Mental Hygiene.

I-800 WHEN LICENSE IS NOT REQUIRED

I-800

Although the law does not exempt any home for aged or children from the requirement of securing a license, the SDSW does not require a license under the following circumstances:

## A. Homes of Relatives and Guardians of person:

1. No license is required for the care of brothers, sisters, nieces, nephews, grandchildren, or other near relatives, or children for whom legal guardianship of the person is held;
2. No license is required for the care of aged relatives, or for the care of an aged person for whom guardianship of the person is held.

(Section Continued on Next Page)

I-800 (Continued)

I-800

## B. Adoptive Homes:

1. No license is required for the home in which a petition for adoption of the child has been filed and is pending, unless there are other foster children in the home. (However, when denial of petition is recommended by the SDSW, the foster parents will be told that a BHC license is necessary if the child remains in the home; the address of the accredited agency will be given to them and the accredited agency notified by the SDSW of the denial and reason for denial.)
2. No license is necessary for the adoptive home in which an adoption agency has placed a child for adoption but petition has not yet been filed.

In both of the above instances, either the SDSW or the private adoption agency has the fitness of the home in question under investigation.

## C. Homes to which Juvenile Court wards have been committed:

No license is required for the home to which a child is committed under court order in accordance with Section 740(a) of the Juvenile Court law unless there are other foster children in the home.

I-900

HOUSING PROJECTS AND FEDERAL JURISDICTION

I-900

Secs. 1620 and 2300 of the W&IC do not apply to boarding homes in housing projects located on land over which the United States Government has exclusive jurisdiction. It is, therefore, necessary to determine whether there is such exclusive jurisdiction.

Housing projects construed under Public Law 671 of June 28, 1940, by the Navy or War Departments may or may not be subject to the exclusive jurisdiction of the Federal government. Projects constructed under Public Law 781 of September 9, 1940, are generally not subject to the exclusive jurisdiction of the United States. However, under both Public Laws 671 and 781, a housing project may have been constructed on land previously acquired as a military or naval reservation and the jurisdiction of the United States over the military or naval reservation would need to be determined.

On February 4, 1940, by Public Law 409, and again on October 9, 1940, by Public Law 825, it was provided that the head or other authorized agent of the government might accept exclusive or partial jurisdiction, and might indicate such acceptance by filing a notice of acceptance with the governor of the state. Until such notice of acceptance is filed, it is conclusively presumed that no such jurisdiction has been accepted.

(Section Continued on Next Page)



I-900 (Continued)

I-900

Housing projects constructed upon land owned by the United States Housing Authority and constructed either by the United States Housing Authority or a local housing authority, are not subject to the exclusive jurisdiction of the United States since the acquisition of land by the Authority does not deprive any state or political subdivision of its civil and criminal jurisdiction over such property. (AGO NS4278)

I-950

INDIAN RESERVATIONS

I-950

Indian reservations are under exclusive Federal jurisdiction. However, local agencies may, upon invitation of the Indian Agency, inspect and license boarding homes located upon reservations.

## CHAPTER II

## DELEGATION TO LOCAL AGENCIES

## II-50 FOREWORD - PHILOSOPHY UNDERLYING DELEGATION

II-50

Since 1927 the SDSW has emphasized the policy of delegating the inspection, licensing, and supervision of boarding homes to local agencies. This policy is based upon the conviction that a local agency, which is a part of the community, is better able to render an adequate service than is a state agency removed from the scene and, therefore, unequipped to give the day by day attention an adequate program requires. Through maintenance of case records and of a central registry of available homes, a referral service can be given to public and private child placing agencies and to individuals, and service can be given in selection of the best possible licensed home to suit the individual needs of the child to be placed or of the aged person.

Because licensing and use of homes are closely related, recruitment of the homes needed by the community can best be carried on by a local agency.

## II-100 LEGAL PROVISIONS REGARDING DELEGATION

II-100

Secs. 1622 and 2302 of the W&IC provide:

"The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

"If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made (either) by a health department having at least one regularly licensed physician, or a qualified social service department....."

## II-200 DEGREE OF DELEGATION

II-200

A county or city health or social service department may become an accredited licensing agency with responsibility for inspecting and licensing boarding homes; or the agency may accept a limited delegation by which the agency inspects homes and makes reports of the findings and recommendations concerning licensing, but the SDSW retains responsibility for decision and action in regard to the issuance or denial of the license. The two types of agencies are differentiated as the accredited licensing agency and the accredited inspection agency.

The right to revoke licenses is ordinarily retained by the SDSW; however, under certain conditions this right may be delegated to an accredited licensing agency. (See Chapter X, Revocations and Appeals.)

No responsibility will be delegated to local agencies except for the boarding home which has the characteristics of a private family home and which cares for less than eleven children for day care (including the foster family's own children under sixteen), less than sixteen children for 24-hour care (including the foster mother's own children under sixteen), or less than sixteen aged persons. Only those parent-child homes will be delegated which have no more than six children or four family units (including the foster family unit, and the children of the foster family

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II-200 (Continued)

II-200

under sixteen years of age). Homes with lesser capacity, but with characteristics resembling a small institution or nursery school (e.g. paid staff, specialized program, etc.) will remain the responsibility of the SDSW.

II-250 POLICIES WITH RESPECT TO SDSW APPROVAL OF DELEGATION

II-250

The SDSW will accredit only one public agency to serve in a given geographical area for either the aged or children's boarding home program. In general, only one county agency will be accredited to serve on a county-wide basis and each such agency will be delegated all family boarding homes for aged and children in the area of the agency's jurisdiction. However, one city agency may be accredited to serve a city, and a county agency may be accredited to serve all territory in the county outside the limits of that city. Also, one city or county agency may be accredited to serve in a given geographical area for the aged boarding home program and another city or county agency may be accredited in the same geographical area for the children's boarding home program.

II-300 PROCEDURE FOR BECOMING AN ACCREDITED LICENSING AGENCY

II-300

To become an accredited licensing agency a city or county must enter into a contract, executed in duplicate, and signed by the chairman of the board of supervisors, or the city official empowered to enter into such contracts. The contract will be counter-signed by the Director of the SDSW.

II-400 FORM OF CONTRACT

II-400

Upon request, the SDSW will forward two copies of the following contract for signature:

DELEGATION OF AUTHORITY AS AN ACCREDITED AGENCY  
to

by  
STATE DEPARTMENT OF SOCIAL WELFARE

The State Department of Social Welfare, in accordance with Section(s) (1622 and/or 2302) of the Welfare and Institutions Code of the State of California, hereby designates the \_\_\_\_\_ of (city or county) as an accredited agency, and delegates to said agency the authority necessary to perform the duties and functions prescribed under Sections (1620-1631 and/or 2300-2311) of the Welfare and Institutions Code relating to the inspection and licensing of private boarding homes for (children and/or aged) within (city or county).

The accredited agency hereby accepts responsibility for inspection and licensing of the following:

- |   |           |               |
|---|-----------|---------------|
| 1. Family boarding homes for aged persons         | Delegated | Not Delegated |
| 2. Family boarding homes for day care of children | Delegated | Not Delegated |

(Section Continued on Next Page)

II-400 (Continued)

II-400

3. Family boarding homes for 24-hour care of children

Delegated Not Delegated

4. Family boarding homes for parents and children

Delegated Not Delegated

The State Department of Social Welfare reserves the right by direct proceeding to revoke a license for cause after a hearing in accordance with Section(s) (1625 and/or 2305), and Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code.

The accredited agency hereby agrees to abide by and follow the rules and regulations of the State Department of Social Welfare which are now in force and as they may be adopted or amended in the future, pertaining to boarding homes for (aged and/or children), and further agrees to use such forms and submit such reports as are required.

The State Department of Social Welfare shall provide the accredited agency with such boarding home records in the possession of the State Department of Social Welfare as may be necessary for the use of the accredited agency. Records in the possession of the accredited agency shall be returned upon request to the State Department of Social Welfare upon the termination of the contract.

The State Department of Social Welfare, as the principal, reserves the right to examine the work done by the agency and to examine homes licensed by the agency as it may deem necessary.

This agreement shall be in effect until revoked by either party upon thirty days' written notice to the other.

Date \_\_\_\_\_

(Name of County or City)

By \_\_\_\_\_  
Title \_\_\_\_\_

Date \_\_\_\_\_

State Department of Social Welfare  
By \_\_\_\_\_, Director

II-500 REIMBURSEMENT TO ACCREDITED LICENSING AGENCIES

II-500

Secs. 1622 and 2302 of the W&IC provide for state reimbursement to accredited licensing agencies at the rate of \$3 per month per license for the cost of the service rendered as an accredited agency in licensing boarding homes for aged and children. See Chapter IX, Financial Policies and Procedures,



II-600 CASE RECORDS FOR NEW ACCREDITED LICENSING AGENCIES.

II-600

Case records shall be furnished by the SDSW to the newly accredited licensing agency which has not previously served as an accredited inspection agency. The active case records will be transmitted with a transmittal list and acknowledgment to be signed in duplicate by the accredited licensing agency. The acknowledgment shall indicate that, in accordance with the terms of the contract, the SDSW is furnishing the active boarding home records necessary for the use of the accredited licensing agency and that these shall be returned to the SDSW upon the termination of the contract. One signed copy shall be retained by the accredited licensing agency, and one copy by the SDSW.

If the accredited licensing agency so requests, the SDSW will also furnish the statistical cards and index cards in its possession for the active cases being assumed by the agency.

II-650 CLOSED CASE RECORDS IN POSSESSION OF SDSW

II-650

Should the accredited licensing agency receive an application from an applicant who was previously licensed by or known to the SDSW, the agency may request the closed case record in accordance with the procedure outlined in Sec. II-600, Case Records for New Accredited Licensing Agencies.

II-700 PROCEDURE FOR BECOMING AN ACCREDITED INSPECTION AGENCY

II-700

No contract is necessary to become an accredited inspection agency. Any jurisdiction delegated to such an agency by the SDSW will be confirmed in writing.

II-800 CASE INFORMATION FOR NEW ACCREDITED INSPECTION AGENCIES

II-800

The SDSW will provide case material and information on licensing status for the case load for which the accredited inspection agency assumes responsibility.

## CHAPTER III

STANDARDS FOR BOARDING HOMES FOR AGED  
AND APPLICATION OF STANDARDSIII-50 FOREWORD

III-50

The number of aged persons in the population has increased and will probably continue to increase. Services for individuals over 65 years of age have not received as much attention as, for example, services for children. The boarding home program for the aged person who through choice or circumstance does not live in his own home or with relatives, is an aspect of community planning which needs development.

The board and care arrangement is a business-like arrangement which appeals to many aged persons. In a board and care arrangement with a private family, particularly when there are not more than five or six persons in the same household, and where there is an intelligent person to observe the health and other needs of the individual, the needs of the aged person are often well met. Living with a family gives a source of security and affords protection. The most successful boarding homes are those operated by women who like elderly people and who are tolerant and understanding of individual differences.

The modern viewpoint does not regard the aged as a separate category, but rather an aged person is an individual as is any other person - an individual with his own pattern of behavior, his own traits and problems, and a person capable of benefiting from the principles, skills, and methods used in working with other age groups.

Aging is a normal phase of the life cycle, as are adolescence, middle age, etc.; and as in the other phases of life, represents a number of adjustment problems to the individual concerned. The uppermost problem before an aged person as for an individual of any age, is the necessity for facing the reality of his situation and accepting and living successfully within the limitations which that situation presents.

III-200 PURPOSE OF STANDARDS

III-200

These standards are devised by the SDSW to guide operators and licensing agencies in providing for the aged person who lives in a private home on a board and care basis with care which embodies adequate physical care, safety, and comfort, and care in a manner which maintains the personal dignity of the aged person and which is conducive to his peace and happiness.

Supplies of a digest of the principal sections of the law and standards are furnished, free of charge, by the SDSW. A copy shall be given each boarding home operator for all times that a license is held. The pamphlet is also a convenient means of supplying interested persons and agencies in the community with information concerning the aged boarding home program.

III-210 TYPES OF HOMES TO WHICH STANDARDS APPLY

III-210

This chapter applies to private family homes which accept for board and care from one to fifteen persons over 65 years of age who are not relatives of the operator of the home. (See Secs. I-110 and I-120.)



III-300 MANAGEMENT AND STAFF

III-300

1. Age of operator. The person in charge shall be of suitable age to provide adequate care for the aged. The operator shall be of such an age that she is capable of undertaking the care of aged persons. Age affects the vitality and interest of the operator which in turn have a direct bearing on the adequacy of care given.
2. Education, Training and Experience. The operator shall be of suitable education, training and experience. No specific educational, experience, or training requirements are prescribed. However, these factors again have a bearing on the adequacy of care, particularly where more than one aged person is cared for.
3. Character, Temperament and Understanding. The operator shall be of suitable character and temperament. The care of aged persons, like the care of children, requires understanding and tolerance of individual differences. A genuine liking for elderly persons, and kindness are required, as well as the conviction that old age is not necessarily a period of hopelessness and frustration, but rather a normal period of life wherein the individual should be given opportunity and encouragement in carrying on normal activities in keeping with his strengths and interests. An operator shall be capable of understanding the requirements of individuals, the motivations, fears, and desires of elderly people.
4. Health. The operator shall be of such a state of health that she is capable of providing adequate care. Certain physical conditions and emotional instability affect the care given. Heart disease, hyperthyroidism, hypertension, epilepsy, fainting spells, skeletal defects or deformities, and marked defects of vision and hearing are conditions which may affect adequacy of care.
5. References. Satisfactory references must be furnished. In general, the value of a reference is to corroborate and give assurance that the impressions gathered by a thorough and careful evaluation of the home are reasonably sound. They are, therefore, but an additional indication for the worker and an aid in reaching a decision. As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked.
6. Number of Staff. Each aged guest must be within call of an attendant at night and the staff must at all times of the day or night be adequate to safeguard the guests in an emergency. Staff shall be sufficient to provide adequate care and protection at all times. In a small home the operator may require no assistance. All aspects of personal care and housekeeping routines shall be adequately performed. When guests are accepted or are under care, who require a great deal of personal service and assistance, enough staff shall be available to provide such service. There shall be someone in charge of the home during the absence of the operator and someone available at night in the event of an emergency.

(Section Continued on Next Page)

III-300 (Continued)

III-300

7. Employment of parolees. Parolees placed by the State Department of Mental Hygiene shall not be employed to give personal care to guests. Parolees may, however, be employed at other tasks, provided continuous and adequate supervision is provided by the operator at all times. A parolee shall not be given responsibility for the home during the absence of the operator or other staff members.

The SDMH places work parole patients in various hospitals and other institutions and homes with the understanding that they will receive constant supervision from the employer. In addition, such patients are under the supervision of a social worker of the Department of Mental Hygiene, who makes monthly calls. In general, employment of work parole patients is in menial positions and not in positions of responsibility, especially not responsibility for care of patients or children in a home or institution. Cooking and other kitchen work, under supervision, are not considered hazardous to inmates of homes and institutions.

8. Presence of adolescents and small children. It is not recommended that the care of aged be undertaken by an operator who has small or adolescent children, or that there be children in the household or on the premises. The presence of children is disturbing to the aged, and the best interests of the children are not served under such circumstances. There may be instances, however, in which physical arrangements, operation, etc., would entail no conflict between the best interests of the aged and the children.

III-400 HOUSING AND HOUSEHOLD EQUIPMENT

III-400

1. Conformity to state laws and regulations. Homes shall conform to state laws and regulations with respect to housing, fire safety and sanitation.
2. Location. The home should be in a residential area where the guests may participate in the religious, social, and recreational life of the community.
3. Grounds. The home should have yard space and easy access to the outdoors, away from traffic.
4. Space. The home must have sufficient room to accommodate the occupants in comfort, safety, and with sanitation.
5. General safety. Care shall be taken to guard the aged guest from injury due to slipping rugs, slippery floors, unguarded stairs, improperly guarded heaters, etc. Stairways, inclines, ramps, open porches and fire exits must have hand railings and must be well lighted. Special facilities shall be provided for the safety and guidance of the blind. The master key of all rooms locked by guests on the inside shall be kept where any staff member can find it in an emergency.

(Section Continued on Next Page)



III-400 (Continued)

III-400

6. Detached buildings. The use of detached buildings may be permitted when restricted to use by guests who are mentally and physically active. However, signal systems, additional staff, and other measures may be required by the licensing agency.
7. Living room. In order to provide a home-like atmosphere, guests should have the use of a well-lighted and heated living room which is comfortable, attractive, and which provides recreational facilities for the guests, unless all sleeping rooms are equipped as private sitting rooms by choice of the guests. Guests should likewise have available to them a place where they can visit in private with friends, relatives, and other visitors.
8. Use of bedrooms. Guests shall sleep in bedrooms. No aged guest shall sleep in an unfinished attic, basement, stair hall, or room commonly used for other than bedroom purposes.
9. Sharing bedroom. Two or more aged persons may share a bedroom if they are congenial and there is sufficient air space and living space for comfort.
10. Individual beds. Two aged persons shall not occupy the same bed except married couples who prefer that arrangement. Even then, another bed should be available in case of illness.
11. Distance between beds. There shall be at least three feet between beds.
12. Equipment for beds. Each bed shall be furnished with good springs, a clean comfortable mattress, adequate light warm bedding, and when necessary, rubber sheeting or satisfactory substitute.
13. Furnishings for bedrooms. Bedrooms must be adequately and comfortably furnished and lighted, and suitable provision must be made for the proper care of clothing and personal belongings.
14. Air space and ventilation. A sleeping room to be occupied by one person only should provide at least 630 cubic feet of air space and 16 square feet of window space; dimensions of sleeping rooms accommodating two persons should provide 810 cubic feet of air space, and window space equal to 1/8 of the floor area but not less than 16 square feet. For three or more persons, 500 additional cubic feet per person should be provided. There shall be at least 3 feet between beds.

A window opening on an enclosed porch is not an adequate substitute for an outside window.

The State Housing Act sets up differing requirements for various buildings, depending upon the occupancy and date of construction. The requirements for dwellings in the Housing Act are not operative

(Section Continued on Next Page)

III-400 (Continued)

III-400

in unincorporated areas, and the requirements for certain other kinds of buildings in unincorporated areas may or may not include the boarding home. The term "dwelling" as used in the Housing Act has a technical meaning, and all boarding homes may not be classified as dwellings.

Because of these technicalities, the cubic air content of sleeping rooms as stated above has been selected as a guide (based on Secs. 16052, 17705 and 17706 of the State Housing Act), and some flexibility may need to govern its application.

In a situation where capacity is a point at issue between the licensing agency and the applicant, reliance should be placed on the recommendation of the building inspector who may be called upon for assistance. When there is a local building inspector available, he may be called upon for assistance; when there is no local inspector available, request for assistance may be addressed to the State Housing Division, Division of Immigration and Housing, California Building, 515 Van Ness Avenue, San Francisco 2, California; or 505 State Building, Los Angeles 12, California.

(SEE APPENDIX REGARDING ENFORCEMENT OF STATE HOUSING ACT.)

15. Heating equipment. Heating equipment must be adequate to provide warmth as required for aged guests.

Fireplaces and open-faced heaters must have screens. Gas heaters shall be vented and installed with rigid pipe connections. The use of kerosine heaters is undesirable for safety reasons. Precautions shall be taken in the use of electric heaters in bathrooms.

16. Fire safety. No non-ambulatory guests shall be housed above the first floor of a non-fireproof building. (An ambulatory guest is defined as one capable of leaving the building without assistance of any type in the event of an emergency.)

No aged person shall be housed above the second floor of a non-fireproof building.

Each floor of any building must have at least two exits. Each exit must be so constructed and located that it can be reached by any occupant of the section of building it is intended to serve without passing through flames or smoke which might be coming from stair wells, halls, or other openings.

Additional requirements may be imposed when fire hazard is deemed to exist.

17. Bath and toilet facilities. Baths and toilet rooms must be sufficient in number and conveniently located. Bath facilities should be provided at a ratio of at least one to each twenty persons, and toilet and wash basin facilities at a ratio of at least one to

(Section Continued on Next Page)



III-400 (Continued)

III-400

each seven persons.

Baths and toilet rooms must be kept scrupulously clean and free from odors. Floors must be painted or otherwise rendered non-absorbent.

Hand rails should be provided if needed by guests near the bath tub or toilet.

A shower with a stool and handrailing is more convenient than a tub for some guests.

Toilet vessels must be removed promptly and kept free from odor or discoloration.

There shall not be a communicating door between a toilet and kitchen or other room in which food is stored or prepared. Toilet vessels shall not be carried through kitchen, pantry, or dining room. Wood commodes and toilet chairs must be painted or enameled to insure sanitary condition. Metal chairs are preferred.

18. Housekeeping standards. Housekeeping shall meet an acceptable standard of cleanliness, orderliness, fresh air in rooms, and absence of offensive odors.

### III-550 FOOD SERVICES

III-550

The diet shall be nutritious, adequate, and suitable for the aged. The licensing agency will supply each operator with leaflets regarding food needs of the aged.

The manner of serving food shall be inviting and attractive; service in a dining room is preferable because of added enjoyment and sociability.

Foods served shall be easily masticated and easily digested for those guests whose absence of teeth or use of dentures makes this a consideration.

While due consideration should be given to long established food habits and the preference of aged persons, guests should be encouraged to accept a nutritious and well-balanced diet.

There shall be adequate provision for the proper care and protection of food, and the proper preparation and serving of meals.

#### Home canned foods

Because of the danger of food poisoning, all home canned foods should be processed in accordance with acceptable procedure for the proper home canning of food. A bulletin on home canning is available from the University of California Extension Service, University of California, Berkeley.

III-700 HEALTH AND MEDICAL CARE

III-700

1. Health examination of family and staff. It is desirable that members of the family and the staff have an annual physical examination as a safeguard to the guests under care.
2. Pre-admission physical examination. It is desirable that the operator require each guest to have a pre-admission physical examination and that each guest have an annual physical examination. This is important from the standpoint of the guest, as well as a protection to the operator. No persons suffering from tuberculosis or any other contagious or infectious disease shall be cared for in a home for the aged.
3. Arrangements for medical care. At admission, arrangements should be agreed upon between operator and guest, or person responsible for the maintenance of the guest, as to what physician shall be called in the event of illness, and who shall be responsible for payment for drugs and professional services.

A physician shall be called at the onset of illness and in cases of temporary illness nursing care shall be provided or the patient removed from the home.

Drugs and medicines prescribed for one person shall not be administered to any other guest. The administration of remedies without the authorization of a physician constitutes medical practice without a license and is in violation of the following state law:

"Any person who practices or attempts to practice, or who advertises or holds himself out as practicing, any system or mode of treating the sick or afflicted in this State, or who diagnoses, treats, operates for, or prescribes for any ailment, blemish, deformity, disease, disfigurement, disorder, injury, or other mental or physical condition of any person, without having at the time of so doing a valid, unrevoked certificate as provided in this chapter, is guilty of a misdemeanor." (Sec. 2141, Business and Professions Code.)

Rubber sheets or satisfactory substitute, frequent changes of linen, bedpans, hot water bottles, bed lights, back rests, book rests, trays, and other equipment shall be provided as needed for the care, comfort and safety of guests during temporary illness.

III-750 RECREATION

III-750

The operator should encourage and make possible social, recreational and religious activities appropriate to the individual's interests and physical condition. Participation should be voluntary. The needs of the aged are not fully met by merely providing room, board and care. The aged also have recreational and social needs which the individual himself often does not recognize. Even though the aged guest may have outlived the members of his family, or the friends of his youth, and may feel his productive days are over, the aged person should be encouraged to participate in activities of the community in accordance

(Section Continued on Next Page)



## III-750 (Continued)

III-750

with his strength and ability. The operator can do much to assist in this regard by making it easy for the guest to keep in touch with family, and old friends, by making it possible to participate in planned activities within and without the home in connection with religious, social or fraternal groups in the community; by celebration of holidays, birthdays, etc.; by encouragement of handwork and other skills or hobbies.

III-800 RESTRAINT PROHIBITED

III-800

No form of restraint shall be used in caring for any aged person. Likewise, no sedative shall be given in lieu of restraint. The use of any appliance to confine a guest to a bed or chair or to deprive him of the use of his arms, hands, or feet, is strictly forbidden.

Guests who cannot be cared for without the exercise of physical restraint should be removed from the home, or application should be made to the State Department of Mental Hygiene for license to operate a home for mental patients. The inclusion of such persons in a home subject to the licensing jurisdiction of the SDSW is prohibited. The senility manifested in loss of memory, mild disorientation, and other mild symptoms, may not disqualify the person for care in a home for the aged.

No aged person shall be locked into his bedroom by day or night. Windows shall not be barred or closed by any screen heavier than ordinary fly screening.

III-820 SUPERVISION

III-820

An attendant shall be available at all times to look after patients who are unable to care for themselves or who may wander away from the home or become lost.

It is permissible to enclose a roomy yard or garden for the safety of the aged who might wander into traffic or become lost, but such enclosure must not appear to be a pen or prison, and must be provided with comfortable chairs or other resting places.

The senile aged must be treated with respect, their peculiarities should not be discussed, and kindly persuasion without argument should be used to guide their activities. Inconsiderate treatment is painful and injurious to them, and increases their confusion through anxiety.

III-850 NUMBER AND TYPE OF GUESTS

III-850

In accepting aged persons for care, the operator must keep within the limits of the license issued to her.

Limitations on the number and type of guests will be determined by consideration of housing conditions, equipment, number and qualifications of staff, and other factors affecting the safety and welfare of the aged guest.

(Section Continued on Next Page)

## III-850 (Continued)

III-850

Care of the aged is a specialized service which should not be combined with service to other groups. However, exceptions may be made as indicated herein.

Boarders or roomers who are not aged may be received if housing is suitable and their presence does not conflict with the comfort and interests of the aged guests.

Blind persons may be received if housing and staff are adequate.

Alcoholics, drug addicts, insane, mentally deficient, and epileptic persons shall not be admitted to a home for the aged.

III-870 FINANCES

III-870

The net income from all sources must be regular and sufficient to maintain a comfortable standard of living in the home, including abundance and variety of food, warm rooms, clean linen, and necessary attendants.

Financial records and reports are not routinely required of operators (especially not for the smaller private boarding homes for aged). However, in the interests of the aged persons under care, financial accounts and reports may be required.

Special requirements as to records and reports must be met for those homes entering into agreements for life care or care for a period of more than one year. (See W&IC 2350.)

III-900 RECORDS AND REPORTS

III-900

A register shall be kept by the operator which includes the following facts concerning each aged person received or cared for:

Name	Nearest of kin
Last previous address	Mother's maiden name
Age	Person responsible for care and maintenance.

It is advisable to include in the register the amount of the fee and the dates of admission and discharge or death. A sample register page will be furnished on request.

A record of aged persons cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as aged persons are accepted and discharged from the home may also be required by the licensing agency.

The death of an aged person in the home must be reported in writing to the licensing agency within 46 hours. Forms for this purpose are provided by the licensing agency.

Any change in the management or address of the home nullifies the existing license and a new application must be filed at once for another license if aged guests are to be cared for.



III-950 ADVERTISING

III-950

Persons intending to advertise care for the aged should exhibit their license to the newspaper which is requested to see such license before publishing the advertisement.

## CHAPTER IV

STANDARDS FOR BOARDING HOMES FOR CHILDREN  
AND APPLICATION OF STANDARDS

IV-50

FOREWORD

IV-50

Foster Home a Substitute for Own Home

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. When foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

Essentials for Every Child

When a child is deprived of care by his own parents in his own home, the foster home should provide the things which his own home should have given him. The U. S. Children's Bureau (Publication No. 216, "The ABC of Foster-Family Care for Children") summarizes the minimum essentials which every child should have and which should be sought in whatever homes are substituted for the child's own home:

1. Security. A feeling of stability, and of belonging and counting for something in other lives.
2. Family Life. A chance to live in a normal family group of differing ages without being crushed by numbers; to develop mutual attachments and a sense of responsibility for others and for the work of running a household.
3. Sufficient Nutritious Food. This should be simple, well prepared, and adapted to the age of the child. It should be served at regular hours, amid attractive surroundings, and eaten at leisure in a cheerful atmosphere.
4. Adequate Shelter. A clean, light, well ventilated, well-kept home, properly heated in winter, with sanitary toilet facilities. The child should have a separate bed and a place in which to keep private possessions and to entertain friends.
5. Comfortable Clothing. Clean, whole, attractive garments that fit and that are individually owned; sufficient changes for cleanliness; adequate protection against inclement weather.

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IV-50

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IV-50

6. Health Habits. Individual toilet articles; frequent baths; proper care of teeth; regular bedtime and plenty of sleep; abundance of fresh air and of pure drinking water; several hours of outdoor play each day; definite teaching of health rules and of wholesome, happy, courageous attitudes; sensible instruction in sex matters.
7. Educational Essentials. Attendance at a community school of good standards as long as the law requires, and as much longer as the child's capacities warrant. Development of each child's fullest capacities through high school, commercial, or trade-school training in line with special abilities.
8. Recreation. A safe, clean, roomy place for outdoor and indoor play; suitable play material and tools; sympathetic supervision.
9. Community Life. A part in community group activities and festivities; opportunity to make friends in natural ways through entertaining and being entertained; normal neighborhood contacts and wholesome association with persons of the opposite sex.
10. Moral and Religious Training. Positive teaching of standards of right and wrong aside from measures of discipline; daily contact with adults of sound character and inspiring personality; attendance at religious services of the type preferred for each individual case.

This chapter is designed to provide safeguards for children who must be cared for out of their own homes and to secure for foster children insofar as possible the foregoing essentials.

#### Evaluation of Foster Homes

The approval of a foster home is not a simple matter of applying the standards, and granting a license to the applicant who meets all of the requirements, and denying a license to an applicant who fails to meet any one of them. Instead, it is a highly skilled process of weighing all factors and evaluating the total suitability of the foster parents and the home in terms of the needs common to all children, and the special needs of children who require placement.

Few situations will line themselves up completely on the positive side, and skill is necessary not only to be aware of the negative aspects of a home, but to determine whether such aspects can be lessened and whether children would suffer because of them.

The evaluation process will include not only tangible factors such as adequacy of housing, financial independence, suitable neighborhood, etc., but other extremely important intangible characteristics. In some instances, for example, physical standards may be borderline, but the prospective foster mother has warmth, flexibility and understanding of the behavior and needs of children. On the other hand, adequacy of housing, good neighborhood, favorable family composition, and abundant financial and cultural resources do not

(Section Continued on Next Page)

IV-50 (Continued)

IV-50

necessarily mean the home will serve the needs of children. An applicant who is cold, unyielding, who is unwilling to put herself out, cannot serve foster children in spite of the acceptability of the physical surroundings, and the acceptability of the family from the community point of view.

From this, it follows that the worker accorded this responsibility in an agency must have skill and understanding. The adequacy with which the worker obtains material for evaluating a home will depend on her skill in relating herself to the applicant, how well she can set the applicant at ease, overcome defensiveness, and how well she is able to derive the meaning of behavior and factual information secured.

#### Application Interview

The initial interview with prospective foster parents starts the study, evaluation, and the preparation of the home for use -- processes which continue as long as the agency has contact with the home. Through observation of behavior, attitudes and the factual information obtained in the first interview, the worker begins to gather the material with which to evaluate and make a decision as to whether or not the home can be licensed. In some instances enough information is revealed to reach a conclusion that the home cannot be used.

#### Orientation of Applicants to Serve as Foster Parents

Prospective foster parents begin their education as foster parents at the application interview. Applicants should be prepared for the study of their home so that the process will neither surprise nor mystify them. They should know about the home visit, the kind of information the agency will need to secure, and the requirements of working with an agency and with parents.

The foster parents should begin to understand how their own life experiences, and adjustments to them, are related to their ability to care for a foster child. It should be explained to them that success as foster parents means creating a family life for the child, not only within their own family circle, but also in community life.

The foster mother, particularly, should begin to receive some insight into the relationship she will have with the child's own parents and with the foster child, and some insight as to whether she can accept the responsibility which these relationships will involve. The foster mother should realize that foster children may come from inadequate, insecure, or underprivileged parental homes, that they almost always are upset by removal from their own homes and may be unable or unwilling to accept foster parents.

The foster parents will need to realize that the licensing agency may continue responsibility for the child placed and that a cooperative relationship with the licensing agency is essential. The child may also have parents of his own with whom his relationship must be strengthened. Also, the prospective foster mother should begin to receive some idea of the guidance which the agency gives and what other community resources will play a part in her service as a foster mother; namely, church and recreational groups, Parent Teacher Associations, and the health facilities which the community offers.

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IV-50 (Continued)

IV-50

Purpose of Standards

These standards are devised for the use of accredited licensing and inspection agencies, child placing agencies, and foster parents. Supplies of a digest of the principal sections of the law and the standards are furnished, free of charge, by the SDSW. A copy shall be given each foster mother for reference during all times that a license is held. The pamphlet is also a convenient means of supplying interested persons and agencies in the community with information concerning the foster home program.

Types of Homes to Which Standards Apply

This chapter applies to the foster family home for twenty-four hour care of one to fifteen children, the foster family home for day care of one to ten children, and the parent-child home serving not more than six children nor more than four family units. See Chapter I, Jurisdiction of SDSW, Secs. I-430, I-440 and I-450.

IV-100 COMPLETENESS OF FOSTER FAMILY

IV-100

The family group of father and mother should be complete, particularly in 24-hour care.

The application of a widowed, permanently separated, divorced or unmarried woman for a license for 24-hour care of children needs to be carefully considered. A child's reactions and social relationships in adult life are greatly determined by his experiences in the inter-relationships of family life as a child, and proper development is more assured when a child has had both father and mother. Many of the children who must be placed in foster homes come from homes which have been broken either through death or some other tragedy, and every effort should be made to place children in a home which will correspond to a normal family.

There may be exceptions to this rule. There are homes in which there is only one parent, and in which the child has developed normally and well. However, where such exceptions are made, they should be made with the child's total welfare in mind and after all factors have been carefully considered.

Since the objective of foster home placement is to provide a normal home atmosphere for a child who needs a substitute for his own home, the foster father should be an active participant in the life of the child. The foster father should be interviewed to determine his attitude toward acceptance of other children into his home as members of his family group, his understanding and treatment of children, and his interest and willingness in fulfilling the role of foster father. These factors apply to the foster father at the time of renewal of license as well as at the time of first application. It is of value to know how the foster father feels about renewal of license for the care of children after having had the experience. His observations regarding the development of the foster child are as important in evaluating the home as is the attitude of the foster mother.

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IV-100 (Continued)

IV-100

The completeness of a family is not as important in day care or parent-child care, since the child may return to a complete parental home each night in the case of day care, and the parent or parents are available at least part of the time in parent-child care.

IV-130 PERSONAL FITNESS OF FOSTER PARENTS

IV-130

Both the father and mother must be of suitable age, education and temperament to care for children, and actively interested in their development.

1. Age of foster parents. It is desirable that the foster parents be of an age comparable to that of natural parents -- neither too young to undertake the care of an adolescent child, nor too old to care for the young child. Age, in most instances, directly affects the vitality, interest, understanding and capability of foster parents. Other considerations must outweigh these factors in licensing the home where the foster parents are either very young or are beyond the age when they would customarily be undertaking the care of children.
2. Education of foster parents. It is not required that foster parents meet any particular standard of formal education, but foster parents should be literate, able to help children with their lessons, have sufficient cultural and educational background to fulfill the ordinary demands of modern living and be able to impart to the child the upbringing necessary to help him take his rightful place in the community.
3. Temperament of foster parents. Foster parents must be emotionally stable, and happy in their own family life and able to cope with the everyday problems of living in an effective and resourceful manner.
4. Active interest in development of foster children. Interest in the child and his development toward independence must be the motivating factor rather than self-interest. Foster parents must be emotionally mature enough to allow a child freedom of choice, and able to give a child constructive affection.
5. Capability of foster mother. The foster mother must be able to accept the extra responsibility of a foster child without jeopardizing the development of the child, her own health, or the care she gives her family.

The evaluation of the personal fitness of a couple to serve as foster parents may be based in part upon a discussion of their motives in applying for a license to care for children. The motives expressed are varied and may consist of a frank expression of financial need or a means of supplementing income in order to provide the family with luxuries not otherwise attainable; an emotional need due to childlessness or the fact that own children have

(Section Continued on Next Page)



IV-130 (Continued)

IV-130

married or grown up; a desire for companionship for an only child, etc. These expressed motives or any combination of motives may be acceptable, provided their emotional significance to the applicant is not such that a child would be sacrificed to the needs of the foster parents or the foster parents' own children, and provided there is tolerance, patience, interest in children, and a willingness to provide more than food and a clean room. For the purpose of foster home care motives should include the desire and satisfaction received in helping children attain growth, independence and self-fulfillment.

The welfare of children rather than the desire of the applicants for a license must guide the process of licensing foster homes. Applicants who desire only children who are good and loving, children who are neither noisy nor untidy, would not make acceptable foster parents. However, if all other aspects of the foster home are satisfactory, such attitudes on the part of the applicants would not be basis for denial of license, but such attitudes should have great weight in any consideration of placement of a child.

A frankly financial motive need not cause undue concern, when other factors indicate the applicants understand the objectives of foster home care, and are willing and able to give the service children require. Such an applicant should be told, however, that foster home care is not usually a highly remunerative service. On the other hand, a service is no less an adequate service because the individual desires payment for giving it.

The evaluation of foster parents requires a careful study to determine their capacity for the care of children and the flexibility with which they can accept differences in children and own parents.

IV-160 HARMONIOUS HOME LIFE

IV-160

A harmonious home life in the foster family is necessary to give children emotional security. A harmonious home life is one of the most fundamental aspects of the foster home. It is spontaneously and unconsciously revealed by such things as tone of voice, manner of speaking, the attitudes of husband and wife toward each other, toward their own children, and of their children toward one another. Over-protectiveness, defensiveness, or resistance against the worker meeting other members of the family might be indications of a lack of family unity or some other situation which could adversely affect the care of a foster child.

All members of the foster family must be willing to accept the foster child as a member of the family group. Where there are own children the attitude of the children toward the foster child is important. Observation of the family group together will give an indication of the relationship of the various members of the family toward each other.

IV-190 PHYSICAL AND MENTAL HEALTH OF FOSTER FAMILY

IV-190

There shall be no mentally defective or incompetent person in the family or household, either child or adult. The presence of a mentally defective or incompetent person might constitute a hazard for the foster child.

The physical health of each member of the family must be good.

The study and evaluation of the home should include careful consideration of the health of members of the family. The foster family must be free from disease which may be transmissible to the children and from physical conditions and emotional instability which would affect the care of children. Such physical conditions include heart disease, hyperthyroidism, hypertension, epilepsy, fainting spells, skeletal defects or deformities and marked defects of vision or hearing. It is desirable that all members of the foster family and any other child caring personnel have annual medical examinations, including chest X-rays. This is a public health matter, designed to protect the foster child, but is also of value to the foster family. In some instances, medical releases might be obtained for a check with the family physician where there is recent history of medical care. Where local facilities are available, some agencies may wish to consult with the local health officer regarding the possibility of health examinations of applicants and members of the family through the local health department. In most areas the local Tuberculosis Associations will be able to provide X-rays. Some families may wish to secure such medical check-ups through their own family physician.

IV-220 INCOME OF FOSTER FAMILY (Economic Status of Foster Homes)

IV-220

In 24-hour care of children, the income of the foster family from employment or other resources must be reasonably steady and sufficient to maintain an adequate standard of living for the family as far as essential needs are concerned.

The income in a foster home in which the only source of income is public assistance is usually too marginal to safeguard the interests of foster children in 24-hour care.

In some applications the subject of finances may be a very important one to be carefully scrutinized and even verified where there is reason to believe that the family income may be so meager or the family expenses so great that a foster child would not have proper care. The question of when to make a detailed investigation of the family finances is a case work matter involving the boarding home worker's judgment.

IV-250 EMPLOYMENT OF FOSTER MOTHER

IV-250

The foster mother should not be employed outside of her own home. Employment, even on a part-time basis, might reflect adversely on the care given the foster child because of the drain on the foster mother's time and energy and the corresponding need to crowd household duties into the time not employed. There may be, however, the unusual exception where the foster

(Section continued on Next Page)



IV-250 (Continued)

IV-250

mother may be employed on a part-time basis during the time when the child is in school where such activity in no way would affect the adequacy of care given, nor the interest of the foster mother in the child.

Special hazards to foster children exist in situations where teachers board children in order to increase school enrollment. This situation is found most frequently in isolated rural districts, where the teacher's employment is dependent upon bringing enough children into the district to keep a small school open. The dangers inherent in such a situation are:

1. The motive for boarding the children is not an interest in the welfare of the children themselves. They are usually chosen because of their age and availability.
2. The care which can be given is always questionable. Housing is often inadequate -- it is frequently difficult to find a house to rent in the districts in question. The income is usually insufficient, since the teacher is ordinarily forced to offer a free home in order to obtain children, and her salary is not large enough to support several children in addition to herself. Also, the teacher must of necessity be away from the home for a good part of the day, and is unable to give her attention to the care and supervision of the children, so that both training and home-making suffer.
3. There is always a question regarding medical care. In illness where the child is unable to attend school, there is no one in the home to care for him.
4. There is some question as to the advisability of having a foster mother who is also the teacher. There will almost certainly be confusion in the child's mind as to the relationship.

IV-280 SUPERVISION DURING ABSENCE OF FOSTER MOTHER

IV-280

Adequate supervision must be provided for the children during the absence of the foster mother. Unavoidable absences for short periods occur in most normal homes and suitable arrangements must be made for supervision of the children at such times.

In any unusual absence, the foster mother shall notify the parent, guardian or other person or agency responsible for placement of the child, or the licensing agency if the person responsible cannot be located. Such notification shall be given immediately, and if possible in advance, so that proper arrangements for the care of the child may be devised.

IV-290 COMBINATION OF TYPES OF CARE

IV-290

Twenty-four hour care and day care of children are each specialized services which should not be combined with each other or with care of the aged, with adult roomers or boarders, parents in residence with their children, or any other service. Only in unusual circumstances will exceptions to this rule be made by the SDSW or its accredited agencies.

1. Combination of foster care. A family home should retain its character as a home to the child under care, and the presence of day care children, or parents and children, would tend to remove that characteristic so essential for the child deprived of his own home.

A health hazard likewise exists in the acceptance of day care children in a home giving twenty-four hour care.

2. Adult roomers and boarders. The foster home combining services for children with the keeping of adult boarders and roomers loses its essential and most important characteristic as a family home. The coming and going of boarders and roomers constitutes an uncontrollable element in the environment of the foster child which may constitute both a health and moral hazard. However, there may be instances where a person not related to the foster family has boarded or roomed in the household over a long period of time when an exception to this rule may be made.

IV-300 PARTICIPATION IN COMMUNITY LIVING

IV-300

The foster parents shall make it possible for the foster child to participate in the social and recreational life of the community appropriate to his age. The relationships of the foster family in the community in the matter of making and keeping friends, holding employment, and generally getting along with others, contribute toward making it possible for the child to participate in the social and recreational life of the community.

The recreational and social activities in most communities are bound up with the church and the school. Participation of a child in church activities suitable to his age is important. Participation in social activities in and out of church and school, and in group activities such as 4-H clubs, Boy Scouts, Girl Scouts, etc., is desirable.

IV-310 RELIGIOUS TRAINING

IV-310

Each child of appropriate age shall be given opportunity to attend religious services and activities of his religious faith or that of his parents. When this is impossible because of absence of the denomination in the community or other causes, the religious training offered must have the approval of the child's parents or person responsible for placement.

In day care and parent-child care the foster parents may have no responsibility for the child's religious training. The foster parents must

(Section Continued on Next Page)



## IV-310 (Continued)

IV-310

respect the child's beliefs and be observant of his religious training as to holidays, church attendance, diet, etc.

IV-320 REFERENCES

IV-320

Satisfactory references must be furnished.

In general, the value of a reference is to corroborate and give assurance to the worker that the impressions gathered through a thorough and careful evaluation of the home are reasonably sound. They are, therefore, but one additional indication for the worker and an aid in reaching a decision. Under no circumstances do favorable reference reports make a thorough study of the home unnecessary.

As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked. References frequently are unfamiliar with the foster care program, its requirements and objectives. Sometimes it is found that references, when personally interviewed, state frankly that they tried to say the thing which would help the applicant secure the license and have either disregarded or been noncommittal concerning matters which would definitely affect the care of any child in the home.

IV-350 LOCATION OF HOME

IV-350

The home should be in a residential or rural district. Homes in commercial or industrial districts may be approved if there are adequate safeguards against traffic and other hazards.

In rural areas the home must be in a district where children of school age can attend a school which is reasonably accessible; where medical care is accessible, and where children have opportunity to associate with other children and participate in community activities.

IV-360 FLEXIBILITY IN APPLICATION OF PHYSICAL STANDARDS

IV-360

It is recognized that in some areas the prevailing standards of housing in the community may be sub-standard because of an acute housing inadequacy, climatic conditions, or other reasons. In such instances, a realistic modification of the following housing requirements may be necessary in order to secure any licensed foster homes. However, no home should be licensed where life or health hazards exist.

IV-370 COMPLIANCE WITH STATE LAWS

IV-370

Homes shall conform to state laws, and regulations with respect to housing, sanitation and fire safety.

IV-400 AIR SPACE AND VENTILATION - TWENTY-FOUR HOUR CARE  
(Including Parent-Child Boarding Home)

IV-400

In twenty-four hour care, a sleeping room to be occupied by one person only shall provide at least 630 cubic feet of air space and 16 square feet of window space; dimensions of sleeping rooms accommodating two persons shall provide 810 cubic feet of air space, and window space equal to 1/8 of the floor area but not less than 16 square feet.

For three or more persons, 500 additional cubic feet per person shall be provided. Floor space must be sufficient to provide three feet between beds.

The State Housing Act sets up differing requirements for various buildings, depending upon the occupancy and date of construction. The requirements for dwellings in the Housing Code are not operative in unincorporated areas, and the requirements for certain other kinds of building in unincorporated areas may or may not include the foster home. The term "dwelling" as used in the Housing Code has a technical meaning, and all boarding homes may not be classified as dwellings. Because of these technicalities, the cubic air content of sleeping rooms as stated above has been selected as a guide for sleeping rooms for twenty-four hour care (based on Secs. 16052, 17705 and 17706 of the State Housing Act), and some flexibility may need to govern its application.

In a problem situation where capacity is a point at issue between the licensing agency and the applicant, reliance should be placed on the recommendation of the building inspector who may be called upon for assistance. When there is a local building inspector available, he may be consulted; where there is no local inspector available, request for assistance may be addressed to the State Housing Division, Division of Immigration and Housing, California Building, 515 Van Ness Avenue, San Francisco 2, California; or 505 State Building, Los Angeles 12, California.

(See appendix regarding enforcement of State Housing Act.)

IV-410 AIR SPACE AND VENTILATION - DAY CARE

IV-410

In day care, each room used for rest periods must have sufficient outside windows for adequate ventilation and sufficient floor space to provide at least three feet between beds. No specific cubic air content is prescribed for day care.

IV-420 SLEEPING ACCOMMODATIONS (ARRANGEMENTS, FACILITIES) - TWENTY-FOUR HOUR CARE

IV-420

1. Use of bedrooms. Children shall sleep in bedrooms. No foster child shall sleep in a detached building or in an unfinished attic, basement, stairhall, or room commonly used for other than bedroom purposes, and an own child shall not be displaced and made to occupy such sleeping quarters because of the presence of a foster child.

(Section Continued on Next Page)



IV-420 (Continued)

IV-420

Some modification in the requirements of bedrooms, and use of other buildings may be allowable in the boarding home with an expanded summer program provided adequate supervision and privacy are maintained, and other requirements are met.

2. Supervision. Children must be under close supervision and within call of an adult at night.
3. Privacy. Sleeping arrangements shall make provision for privacy.
4. Sharing bedroom. Children of the opposite sex over five years of age shall not share a bedroom.

Children over one year of age shall not sleep in the same room with the foster parents.

In general, children shall not sleep in the same room with an adult. The difference in hours of retirement and consequent disturbance of sleep make the sharing of a sleeping room with an adult undesirable.

5. Individual beds. Children shall have individual beds. A double bed may be occupied under emergency conditions and for a temporary period only, by two brothers or two sisters of suitable age (not infants) when no health, behavior, or other reasons exist to make this undesirable, and when special permission has been given by the licensing agency. Health reasons make the use of double beds for children undesirable and this is just as true for siblings as for unrelated children.
6. Distance between beds. Beds shall be three feet or more apart.
7. Equipment for beds. Each bed shall have a good spring, a clean comfortable mattress, and adequate bedding. For infants and bed wetters, rubber sheeting or a satisfactory substitute shall be provided.
8. Bunk beds. See Sec. IV-440.

IV-430 SLEEPING ACCOMMODATIONS - DAY CARE

IV-430

Children must have individual cots or beds for rest periods.

Beds used by members of the household shall not be used by children for rest periods unless special permission has been given by the licensing agency and clean covers are placed over the full length and width of the beds.

Each bed or cot shall have clean, adequate bedding. Each child must have his own bedding which is not used by any other person. For infants and bed wetters, rubber sheets or a satisfactory substitute must be provided.

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IV-430 (Continued)

IV-430

Beds must be at least three feet apart. Regarding bunk beds, see Sec. IV-440.

During rest periods, children must be under close supervision and within call of an adult.

IV-440 BUNK BEDS

IV-440

No bunk beds with more than two tiers shall be used under any circumstances for the care of children.

Two tier bunk beds shall be allowed only when the following requirements are met:

1. Beds must be so constructed and equipped as to offer comfort, sanitation and convenience.
2. There must be sufficient ventilation.
3. Children under eight years of age may occupy only a lower bunk.

In general, the use of bunk beds is considered inadvisable for safety, convenience and health reasons.

Life hazard exists for the child in an upper bunk in case of fire; and for children who are restless or apt to walk in their sleep, or who are subject to enuresis, an upper bunk is undesirable. Care of a sick child in an upper bunk is difficult.

In addition to inconvenience to the foster mother in making and caring for the upper bed, bunk beds tend to increase the care and responsibility of a foster mother when insecure, emotionally disturbed, or very small children are cared for.

An additional reason for the disapproval of bunk beds has been the tendency to overcrowd bedrooms because of the saving of floor space made possible by using beds placed in tiers.

IV-450 ADEQUATE SPACE AND FURNISHINGS

IV-450

The home shall have sufficient room to accommodate children in a comfortable and sanitary way.

Rooms must be comfortably furnished.

Provision must be made for the proper care of the clothing and personal belongings. The foster child should have some place of his own to use and care for.

There must be adequate provision for the proper care and protection of food.



IV-460 HOUSEKEEPING STANDARDS

IV-460

The home shall be clean and reasonably orderly.

The home shall have a home-like atmosphere and give evidence of comfortable use. In a home where there are no children, the attitude of the foster mother towards the disarranging activities of her friend's children when visiting the home will give some indication of her probable attitude and flexibility in the care of foster children.

IV-500 FIRE SAFETY

IV-500

Fireplaces and open-faced heaters shall be protected by screens. Gas heaters must be vented and installed with permanent connections and protectors.

Refer to Chapter V, Case Processing, Sec. V-310, regarding fire safety clearances.

IV-510 PROTECTION FROM HOME ACCIDENTS

IV-510

Measures shall be taken to protect children from home accidents which might result from slipping rugs, unguarded stairs, improperly cared for electrical equipment, disinfectants, ant poison, fish ponds, etc.

If small rugs are used, pads shall be placed under the rugs in order to prevent slipping.

Fish ponds are never advisable where babies or other young children are cared for.

Electrical appliances must be kept in good order,

Handrails should be on stairs if used by young children.

Brooms, sweepers, mops, and boxes for children's toys must be adequately stored when not in use.

Disinfectants, cleaning solutions and poisons shall be stored in such a manner that children do not have access to them.

In the boarding home with an expanded summer program, boating and swimming activities must be supervised by a person trained in American Red Cross life saving course or the equivalent.

IV-520 OUTDOOR PLAY SPACE

IV-520

The home shall have yard space sufficient for a home playground. For toddlers an enclosed yard is preferable; if not enclosed, supervision to provide adequate protection at all times shall be given.

IV-550 DIET

IV-550

The diet shall be nutritious, adequate, and suitable for children of various ages. Meals shall be served regularly.

In day care the foster mother should discuss with the child's own family the food served in his own home in order that this may be properly supplemented at the noon meal. The meals served in the foster home offering day care usually provide one-third of the child's needs, or more if a mid-morning or mid-afternoon meal is served.

The SDSW furnishes, free of charge, leaflets regarding food needs of children of various ages.

Formulae for infants must be prescribed by a physician, preferably a pediatrician, and must be followed carefully.

IV-560 MILK SUPPLY

IV-560

Unless only commercially pasteurized milk is used, the milk supply shall be from a source tested and found free from tuberculosis and undulant fever, and shall be home pasteurized.

Freedom from tuberculosis and undulant fever is not an alternative to pasteurization. Pasteurization of milk is required in addition to other precautions because milk may become contaminated and a source of infection for other diseases.

The SDSW furnishes, free of charge, instructions for home pasteurization of milk.

IV-570 HOME CANNED FOODS

IV-570

Because of the danger of food poisoning, all home canned foods shall be processed in accordance with acceptable procedure for the proper home canning of food.

A bulletin concerning safe and acceptable methods of home canning is obtainable from the University of California Extension Service, Giannini Hall, University of California, Berkeley, or from local home demonstration agents.

The State Department of Public Health has called attention to the dangers of eating improperly home canned foods because of the danger of "botulism", a highly fatal poison which may germinate in the airless interior of a sealed can or jar. Housewives who have the use of a steam pressure cooker and who have the technical knowledge concerning proper temperatures and the period of heating required for different foods and different containers may use this method of canning with safety.

(Section Continued on Next Page)



IV-570 (Continued)

IV-570

Cases of botulism reported by the State Department of Public Health have involved thirty-two kinds of food, including eighteen vegetables, six different meats and cheeses, three kinds of fish, and five varieties of fruit. Home canned vegetables, meat or fish should not be eaten even in tiny amounts without boiling the food for at least fifteen minutes after removing it from the container.

IV-600 NUMBER OF CHILDREN FOR WHICH HOME MAY BE LICENSED

IV-600

Since the foster home is primarily a family home, the number of children in the home under sixteen years of age, including the children of the foster family, shall not exceed six, except with special approval of the SDSW or the accredited licensing agency. This applies to both 24-hour care and day care. The number of children under sixteen years of age in a parent-child boarding home shall not exceed six.

The physical limitations of the house, as well as the ability of the foster mother, will determine the maximum number of children for which the home may be licensed.

Boarding homes for day care or 24-hour care (but not parent-child homes) may be licensed for more than six children, but not exceeding fifteen, for 24-hour care and ten for day care, if housing is adequate and the foster mother is considered capable of giving adequate care to the larger number. The larger number of children places additional burdens and makes further demands on the foster mother, which may result in inadequate care if the foster mother is not unusually capable. The acceptance of a larger number of children tends to nullify the home-like characteristics of the home and make for greater routine, thus approaching institutional life. Under such circumstances there is a loss of individual care and attention for each child.

In the boarding home which operates an expanded summer program, consideration shall be given to the effect of the summer program on the adequacy of care for children accepted for year-round care. Provision shall be made for planned activities to make the summer experience a profitable one, and there shall be enough assistance for the foster mother to insure proper direction and care of the children and adequate assistance in maintaining the housekeeping activities at the home.

IV-610 LICENSING OF HOME FOR SPECIFIED CHILDREN

IV-610

Homes which do not meet the standards, but which offer assets (advantages, values) to a particular child, or children, may be licensed for the care of that child or those children only.

Foster parents who have been closely associated with a child and his own parents over a period of years may offer the child more security than would foster parents who are strangers, even though the one home may not be considered satisfactory for other children, and the other home meets all

(Section Continued on Next Page)

IV-610 (Continued)

IV-610

requirements for licensing.

A home which had cared for a child for a considerable period of time prior to coming to the attention of the licensing agency may at the discretion of the licensing agency be licensed for the care of that child only, even though the home may be below standard. It may be unwise to disturb the living arrangement of the child by denying a license. The emotional security of the child as weighed against the factors which make the home substandard must be carefully considered.

IV-620 AGE AND SEX OF CHILDREN

IV-620

Age and sex of the children for which the home is to be licensed shall be determined by consideration of the sleeping quarters and other factors affecting the safety and welfare of the children.

The age and sex of children for which the home is to be licensed requires careful consideration and discussion between foster parents and the worker. The home may not be suitable to care for both boys and girls. The home and foster parents may be better suited to the care of adolescents than of young children, or vice versa.

IV-630 INFANT CARE IN BOARDING HOMES

IV-630

The number of infants under two years of age, including infants of the foster mother's own family, must be strictly limited. More than two infants under two years of age, or other children in addition to the two infants may be cared for only if there is regular and adequate assistance in either the care of the children or in household duties. However, no more than four infants may be cared for in any home at any one time except under unusual circumstances and with special approval of the SDSW or of the accredited licensing agency. The number of infants who may be cared for in one home is restricted because of the need of infants for individual attention, the difficulty for one person to care adequately for many children of that age, and the health dangers present in the care of infants in any large number.

An infant can develop fully only through a relationship of affection with his mother (or one person who regularly stands in place of the mother). It is only through the cumulative daily detail of small acts making up the mother's care, through which the mother expresses her affection for the child, that an infant can develop the capacity to give and receive affection so important throughout his life. The effect on infants of group living in which the child is deprived of this relationship, has been seen in slower mental development, social ineptness, weakened initiative, and damage to the child's capacity in future life to form satisfactory relationships. When some form of care away from the mother for part of the twenty-four hours is necessary, foster family day care more nearly meets the infant's needs than group care. This form of care provides opportunity for "mothering" and for continuance of some of the child's daily routine and experiences under

(Section Continued on Next Page)



IV-630 (Continued)

IV-630

conditions similar to those in his own home. It also involves less danger of exposure to infection than does group care.\*

The amount of assistance which the foster mother should have when the number of infants exceeds two, or when there are other older children in the home, will depend on such factors as these:

1. Capability and managerial ability or past training and experience of the foster mother. Individuals vary greatly in their organizational ability and hence some individuals will require less assistance than others. Some foster mothers may be registered nurses whose training would be a decided asset.
2. Extent to which certain household routines are shared by others in the family. For example, the foster father might, in some instances, be regularly assuming responsibility for certain household duties such as marketing, laundry, gardening, or even some aspects of cleaning; or there may be other adults or even adolescent children who are regularly assuming considerable responsibilities for maintaining the home.

The determination of the need for additional assistance in the home will, therefore, mean thinking through and discussing with the foster mother the pattern which will be followed in caring for the children, and maintaining the home. The number of children for which adequate care can be given will be determined by the assistance to be regularly available.

IV-640 MENTALLY DEFECTIVE AND EPILEPTIC CHILDREN

IV-640

Mentally defective or epileptic children shall not be accepted in foster homes caring for mentally normal children.

Homes which give care to the mentally defective child, the mentally ill child, and the epileptic child, for compensation, are under the jurisdiction of the State Department of Mental Hygiene.

Children with cerebral palsy but of normal intelligence may be cared for in homes under the jurisdiction of the SDSW. Special difficulty exists, however, in determining the mentality of such a child, for whom ordinary means of determining intelligence are not applicable.

No final definition has been worked out as to what constitutes a subnormal child. In general the distinction should be made on the basis of the child's ability to get on satisfactorily with normal children in a regular school room. An important criterion should be the social adjustment of the child. A mental rating is not the sole basis on which a child is considered

(Section Continued on Next Page)

\* Acknowledgment is given to the U. S. Children's Bureau for these statements.

IV-640 (Continued)

IV-640

subnormal, as children make varying scores in mental tests. Psychometric examinations may be requested in borderline cases in order to have some objective findings on which to help base a decision.

In unusual circumstances the SDSW or the accredited licensing agency may permit the care of normal and mentally deficient or epileptic children at the same time, but the home must be referred to the State Department of Mental Hygiene for license to care for the mentally deficient or epileptic children. There may be instances of children of the same family, one of whom may be mentally deficient, where the best interests of all the children make it advisable to keep them together in one home, at least on a temporary basis.

IV-650 ADHERENCE TO LIMITATIONS OF LICENSE

IV-650

In accepting children for care, the foster mother must keep within the limits of the license issued her. The license specifies the number, sex, age and other limitations as to the children who may be cared for.

If the foster mother wishes to accept a larger number of children before the expiration of her license, she may do so only if the licensing agency modifies the license.

Willful and recurrent acceptance by the foster mother of more children than she is licensed to care for may be cause for revocation of license.

The steps taken to correct the problem of overcrowding will depend on the reasons for its occurrence. Because of too few foster homes available, and the urging of parents and agencies, the foster mother may have exceeded the limitations of the license in good faith.

IV-700 HEALTH AND MEDICAL CARE

IV-700

1. Preadmission and annual examinations. It is desirable that foster parents accepting private placements from parents or placements from agencies require that each child have a physical examination, including laboratory tests where indicated, before admission to the home, and be re-examined at least annually. This is especially important where several children are cared for. If preplacement examination cannot be secured because of some emergency, the examination should take place within twenty-four hours. This procedure is a protection to foster parents and to other children in the home.

The foster mother should be supplied with information on present health of the child, and any particular medical or health problem such as allergy, etc.

(Section Continued on Next Page)



IV-700 (Continued)

IV-700

It is desirable that health clearance, information and specific instructions from the physician or clinic for home care and return visits (or continued medical supervision) be given to the foster mother in writing. This procedure furnishes the basis for intelligent follow-up care.

Many communities may have facilities available through the local health department for physical examinations for children where care through a private physician is not given.

2. Immunization. All children should be immunized against diphtheria, and vaccinated against smallpox; children under six years of age should be immunized against whooping cough. Many communities may have facilities for immunization and vaccination available through the local health department.
3. Infants. Infants should be under continuous health supervision and should be seen by a physician no less than once a month. Well baby clinics may be available for health supervision or the infant may be under the care of a private physician.
4. Arrangements and consent for medical care. The foster mother should have a clear understanding with the person or agency responsible for the child as to the person to be notified in the event of accident or illness of the child, arrangements for medical care, and attendance of small children at well baby clinics. The foster mother should secure from the parent or other person responsible for the child a signed medical consent form to make possible emergency medical and surgical care in case the parent is not immediately available. (Sometimes this consent form is secured by child placing agencies and held by them.) A suggested wording of the signed consent is as follows:

"I, \_\_\_\_\_, hereby give my consent to \_\_\_\_\_  
to call a physician for medical or surgical care for my child;  
\_\_\_\_\_, should an emergency arise where  
such service is indicated.

"It is understood that a conscientious effort must be made  
to notify me or my \_\_\_\_\_, before such action is  
taken - but if it is impossible to locate me or my \_\_\_\_\_  
the expense of this service will be accepted by me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_ "

Supplies of such a form (Form BHC 51, Parent's Signed Consent for Emergency Medical and Surgical Care) are furnished, free of charge, by the SDSW to accredited licensing and inspection agencies.

(Section Continued on Next Page)

## IV-700 (Continued)

IV-700

5. Isolation. Any child showing signs of illness shall be segregated immediately from other children. This is essential until the nature of the illness has been determined, or until the child is over the infectious stage of his illness.

IV-750 TRAINING IN PERSONAL HYGIENE AND CLEANLINESS

IV-750

Each child must have his own individual comb, toothbrush, towel, wash-cloth, and other necessary toilet articles, and shall be trained in their proper uses. Training in personal hygiene and cleanliness shall be given.

IV-800 HOME DUTIES AND WORK HOMES

IV-800

Children shall not be required to do work other than simple home duties which do not interfere with school, health, or necessary recreation. These tasks include the assistance a boy or girl would normally render in his own home, and the training a child would thus receive in the care and maintenance of the home, garden, livestock, etc.

Older children (ages 14 to 16 years), earning their maintenance in a boarding home may be employed only as permitted under the Education and Labor Codes. A work permit is required before a child may be employed. Such a permit is issued by the School Department.

Employment of minors, 14 and 15 years of age, is restricted to employment after school hours and on non-school days. In domestic and agricultural labor as well as in other employment, hours are restricted to a daily maximum of 8 hours, including time spent in school, and a weekly maximum of 48 hours.

(See Appendix for digest of child labor laws and complete information.)

IV-810 SCHOOL ATTENDANCE

IV-810

Children shall attend school as provided for under state law. Children should be encouraged to obtain the maximum amount of education possible in keeping with their ability and in consideration of possible future vocations.

IV-820 FINANCIAL ARRANGEMENTS FOR CARE OF CHILDREN

IV-820

Foster parents should make definite arrangements before placement, with the parents or agency responsible, regarding payment for care, clothing, medical and dental care, personal effects, school expenses and allowances.



IV-830 DISCIPLINE

IV-830

Corporal punishment is not permitted. Corporal punishment may not be administered by any foster parent even though the child's parents may have given consent.

Foster parents should consult the licensing or child placing agency for assistance in problems of behavior of children.

The attitudes and behavior of the foster parents play an important part in the behavior of the child. If the foster parents are consistent and reasonable in their requests, give explanation for changes, offer the child dual choice and keep promises, the child will usually respond in an acceptable manner. The foster parent who demonstrates sincerity, honesty, reliability, and a genuine interest and affection for the child, can contribute greatly toward influencing a child toward acceptable behavior.

The goal of discipline is to instill self-discipline rather than control through fear or blind obedience. It should be remembered that children are not good or bad, but are in the process of learning. It is necessary to know what is reasonable to expect children to do.

The aims of discipline are three fold: to help a child accept his responsibility to the group; to help him realize that others also have responsibilities and privileges; and third, to help him accept the fact that there are unpleasant and difficult things everyone must do at times.

Discipline, to be effective, must be fair, reasonable, and consistent, and must be related to the offense. Talking matters over with the child and explaining the fact that there are reasons why his behavior is unacceptable will not convince him that the reasons are sufficient to modify his behavior, but the fact that there are good reasons is a satisfying one to him. Also, the authority of a person who has greater wisdom and whom the child respects because the person loves him, is understanding and honest, exists as a positive force in the child's life.

The exacting of confessions, requiring of apologies, the humiliation of the child's self-respect and pride by punishment before others are not constructive factors which build self-control, but are destructive factors which arouse insecurity and antagonism toward authority. In attempting to secure a change in the child's behavior, it may be necessary to deny special privileges; punishment motivated by anger or revenge, and punishment connected with the functions of living, such as sleeping or eating, shall not be used. No child shall be punished by deprivation of meals.

IV-900 REGISTER

IV-900

The foster mother shall keep a register which includes the following information:

1. Full name of the child.
2. Last previous address.
3. Age.

(Section Continued on Next Page)





## IV-900 (Continued)

IV-900

4. Nearest of kin.
5. Mother's maiden name.
6. Name and address of person responsible for care and maintenance.
7. Rate of care.
8. Date of removal of child from home.
9. Reason for removal.
10. Name and address of person making removal.

A record of the children cared for during the year is required before renewal of license is granted.

Maintenance of a register is necessary to insure that no child ever be left in a boarding home without proper means of identification. Supplies of register forms (BHC 50) are provided, free of charge, by the SDSW to accredited licensing and inspection agencies.

The licensing agency may also require foster mothers to make regular notification to the agency of the names of children, and the date upon which they were accepted, or removed from the home. The foster mother should require parents to keep her informed of changes in address, and how they may be reached during hours of employment.

IV-910 DEATH NOTICES

IV-910

The death of a child shall be reported in writing to the licensing agency within forty-eight hours. The SDSW provides a form (BH 52) for this purpose.

IV-920 NOTIFICATION OF ILLNESS

IV-920

Illness of a child shall be reported at once to the person or agency responsible for his care.

IV-930 CHANGE OF ADDRESS OR MANAGEMENT

IV-930

Any change in the management or address of the home nullifies the existing license and a new application must be made at once for another license.

IV-950 ADVERTISING BY FOSTER PARENTS

IV-950

Foster parents shall not advertise care for children until a license has been granted. They should exhibit their license to the newspaper office at the time the advertisement is placed.

## CHAPTER V

## CASE PROCESSING

V-50

FOREWORD

V-50

The sections in this chapter apply to both accredited licensing agencies and accredited inspection agencies, unless otherwise indicated. For the sake of brevity, the two types of agencies will be distinguished as "licensing" and "inspection" agencies. The term "agency" or "accredited agency" will refer to both the accredited licensing agency and the accredited inspection agency. Inasmuch as the SDSW has direct responsibility for the issuance or denial of licenses to homes investigated by inspection agencies, the SDSW maintains duplicate case records for all such homes. The inspection agencies shall, therefore, prepare all forms, correspondence and reports in duplicate. At the time licensing review of such cases is made by the SDSW in the agency office, the duplicate copies are removed from the agency case record and become the SDSW case record.

V-100

DUTY OF AGENCIES

V-100

An accredited agency shall accept applications for license in accordance with the agency's delegated responsibility, and shall act on such applications as rapidly as administratively possible.

V-200

WHO MAY APPLY FOR LICENSE

V-200

Any person has a right to apply for a license, and such right is in no way contingent upon the availability of aged guests or children for placement.

V-210

SUGGESTED PROCEDURE FOR INQUIRIES REGARDING LICENSE

V-210

Inquiries from prospective foster mothers and operators may come by letter, telephone, or visit to the office of the agency. Inquiries by mail or telephone may be answered by a letter which encloses a copy of the standards and the application forms. However, unless distance and transportation difficulties make it impracticable, the time of the agency is often saved by asking applicants to call by appointment at the office so that a complete initial interview can be

V-215

SUGGESTED PROCEDURE FOR INQUIRIES NOT RESULTING IN APPLICATION

V-215

A screening process begins at the intake interview at which time the applicant who cannot meet standards may decide not to file an application. Such an inquiry, which does not result in an application, should be recorded. The agency may wish to keep an index of such inquiries as a measure of work volume and an indication of the number of licensed homes which result from the total number of interviews held with prospective foster parents and operators. The SDSW does not require that statistics be submitted on these cases.



V-220 UNQUALIFIED APPLICANTS

V-220

The applicant who does not qualify for a license but who wishes to file an application shall be given an opportunity to do so, and suitable action shall be taken on the application. An unlicensed foster mother or operator currently engaged in caring for children or aged and intending to continue this activity even though licensing standards are not met and a license cannot be issued shall be instructed to file an application upon which suitable action shall be taken.

V-230 APPLICATION FORM

V-230

The appropriate application form (BHA 10, Application for License to Operate a Private Home for Aged, and BHC 10.1, Application for License to Care for Children) shall be completed and filed by the applicant. Inspection agencies must secure applications in duplicate.

It is desirable that the applicant's own statements in answer to the questions on the application form be secured. There shall be no change made on the application after signature. It is advisable that the spouse of the applicant for a BHC license also sign the application form if the couple are living together, as an indication that he concurs in the plan to care for children.

V-240 WITHDRAWAL OF APPLICATION

V-240

An applicant may withdraw the application (new or renewal) at any time prior to the issuance of the license. The applicant's signature on the withdrawal of application form (in duplicate for inspection agencies) will serve to withdraw the application, or the applicant may request by letter that the application be withdrawn.

If the request for withdrawal of application is made by telephone, a letter to the applicant confirming this understanding will serve to withdraw the application. The inspection agency will notify the SDSW of the action taken.

If application is pending, a change of address or operator of a home results in automatic withdrawal of application. See Secs. V-640 and V-650.

An applicant who does not meet the requirements should be given the privilege of withdrawing the application.

V-250 REACTIVATION OF WITHDRAWN APPLICATION

V-250

A withdrawn application may be reactivated by a written or verbal request from the applicant if there has been no change in address. Statistically, this becomes a new application.

V-300 REFERENCES

V-300

Three reference reports shall be secured (in duplicate for inspection agencies), either from the persons listed by the applicant, or other references which the agency considers desirable. Forms are available for reference reports requested in writing (Forms BHA 20 and BHC 20); however, interviews with references are preferable.

V-310 FIRE SAFETY CLEARANCE

V-310

The following boarding homes shall be referred to local fire departments annually for clearance before license is issued (Form BH 23.6 is available for this purpose):

Aged Homes:

1. Boarding homes for the aged accommodating more than nine aged persons of the ambulatory type only.
2. Boarding homes for the aged accommodating non-ambulatory persons and accommodating more than six guests.

Homes for aged accommodating more than six guests should be referred for fire safety clearance if any guest (or guests) is non-ambulatory.

For the purpose of deciding upon referral to the fire safety authority, a non-ambulatory guest shall be considered one who is incapable of leaving the building without assistance of any type in event of an emergency.

3. Any aged boarding home which appears to present a fire hazard.

Children's Boarding Homes:

1. Boarding homes for children accommodating more than six children for day care or 24-hour care.
2. Boarding homes for children (day or 24-hour care) located in Federal Housing Projects.
3. Any children's boarding home which appears to present a fire hazard.
4. In boarding homes with expanded summer programs, all temporary structures used in summer only regardless of the number of children cared for.

V-313 CLEARANCE WHEN LOCAL FIRE INSPECTION UNAVAILABLE

V-313

Any boarding home for aged or children listed in Sec. V-310 for which no local fire inspection is available may be licensed without clearance. However, if it is believed fire hazards exist, the home shall be referred to the SDSW which will request inspection by the State Fire Marshal.

V-316 DENIAL OF FIRE SAFETY CLEARANCE

V-316

See Sec. V-830 regarding action to be taken when the fire authority denies fire safety clearance.

V-320 OTHER CLEARANCES

V-320

Clearances other than for fire safety, such as health or housing, which may be required because of special problems, shall also be on file.



V-325

CLEARANCE WITH LOCAL HEALTH AUTHORITY - SUMMER PROGRAMS

V-325

Inspection should be secured wherever possible by the local health department of milk supply, refuse and sewage disposal, water analysis of swimming pools, general sanitation of premises, food preparation and storage in boarding homes with expanded summer programs. The guidance of the health department shall likewise be followed with regard to the adequacy of toilet and bathing facilities.

V-330

HOME VISIT - NEW APPLICATION

V-330

The home visit and interviews with members of the family shall be completed.

In the case of children's boarding homes, it is advisable to interview all members of the household, especially both foster parents and the adult and adolescent children, to determine their attitude toward boarding children, and to evaluate family relationships. It is desirable that the applicants' minor children be seen in order to evaluate the relationship between parents and own children and the social and emotional adjustment of the children.

V-340

INFORMATION AND INSTRUCTION TO APPLICANT - NEW APPLICATION

V-340

Either at the time of the home visit or later when the license is issued, the standards shall be reviewed with the foster mother or operator. The requirements of a register shall be made clear, and forms for the register may be given to the foster mother or operator.

The purpose and use of a written consent for medical care shall also be discussed. It must be clear to the foster mother or operator that there shall be strict adherence to the terms of the license in respect to numbers, ages, and sex of children under care.

V-350

PHYSICAL EXAMINATIONS - NEW APPLICATION - BHC

V-350

Physical examinations and reports on each member of the family are desirable, although not mandatory. See Sec. IV-190, Physical and Mental Health of Foster Family.

V-360

INCOME - NEW APPLICATION

V-360

Income need not be routinely verified. See Sec. IV-220 for discussion of income for boarding homes for children, and Sec. III-870 for boarding homes for aged.

V-370

REPORT OF SOCIAL STUDY OF HOME - NEW APPLICATION

V-370

The evaluation of the home shall be recorded.

The evaluation of the home and recommendations for licensing action may be recorded on the social study forms provided (BHA 21 and BHC 21). However, an adequate narrative covering the necessary points may be used instead. (Inspection agencies shall make this report in duplicate.)

V-380      LICENSING REVIEW PROCEDURE (INSPECTION AGENCY)

V-380

When the study of the home has been completed and the report and recommendations are ready for licensing review, the SDSW shall be notified on the form provided for this purpose (BH 25). A representative of the SDSW will then review the case record in the agency office and if the report and evaluation adequately support the recommendation made, the duplicate application, the duplicate report of the home study, duplicate reference material, and fire clearance, and any other pertinent case material will be detached from the agency record to become the SDSW record.

When material on file is incomplete, unsatisfactory, or does not adequately support the recommendation made, the case will be discussed and recommendations made as to what further investigation or recording is necessary.

V-400      ISSUANCE OF LICENSE (INSPECTION AGENCY)

V-400

The SDSW will issue the license to the boarding home operator or foster mother, and notice of such action will be sent to the agency. Information for the use of the operator or foster mother will be enclosed with the license, such as register forms, nutrition material, etc.

V-410      ISSUANCE OF LICENSE (LICENSING AGENCY)

V-410

The license form (BHA 30.1, License to Conduct a Boarding Home for Aged People; BHC 30.1, License to Conduct a Boarding Home for Children) shall be completed in triplicate and the original and one copy shall be signed by the executive or the delegated employee of the licensing agency. See Secs. V-440 to V-480 for instructions for completing and routing of the license form.

V-420      DENIAL OF LICENSE (LICENSING AGENCY)

V-420

When it is necessary to recommend denial of a new application or a renewal application, this action must be carefully discussed with the applicant and if possible, a plan and date agreed upon for the discontinuance of care to any children or aged guests in the home. The details of this arrangement, the discussion with the applicant, and complete information regarding reasons and facts substantiating the recommendation for denial must be recorded.

A written notice of denial shall be sent by the licensing agency to the applicant by registered mail. The reasons for denial shall be clearly stated in the notice of denial.

Whenever it is known that children or aged in the home have been placed by or through public or private welfare agencies (e.g. County Welfare Department, Probation Department, California Youth Authority, Catholic Welfare Bureau, etc.), notification of the plan to deny license shall be given to the agencies concerned.



V-430

DENIAL OF LICENSE (INSPECTION AGENCY)

V-430

The same procedure is followed by inspection agencies, except that the agency shall notify the SDSW of its recommendation of denial and the SDSW will, if it concurs in the recommendation, send a letter of denial to the applicant, with a copy to the agency.

V-440

EFFECTIVE DATE OF LICENSE

V-440

No license, original or renewal, shall be issued or bear an effective date prior to completion of the social study.

A boarding home license expires one year from the effective date, unless the license is automatically cancelled by change of address, or is terminated by revocation, request for cancellation, etc. For example, a license effective as of 4/1/46 becomes void at the end of the day on 3/31/47.

The effective date of a license may be the date actually issued, or a subsequent date. For example: License expires 5/31/46; investigation completed 5/20/46, and renewal issued 5/21/46 bearing effective date of 6/1/46.

A license shall not be pre-dated to expiration date of previous license in those instances where the license has automatically expired and a renewal remains pending for a period of time.

V-450

LICENSE NUMBER AND CASE NUMBER

V-450

Each license shall bear the case number and symbol (e.g. BHA, BHC) by which the boarding home case is identified. The case number and symbol may be used in lieu of license number, or, if desired by the licensing agency, both case number and license number may be used.

V-460

LIMITATIONS - NUMBERS, TYPES, ETC.

V-460

The license shall specify the maximum number and the ages and sex of foster children, or the maximum number of aged guests to be accommodated at any one time.

For foster family day care homes the license shall state "For day care only".

When facilities are not adequate to care for non-ambulatory aged guests, even for temporary periods, the license shall state "Ambulatory aged only".

For foster homes which operate a summer program for a larger number of children on the same premises used for year-round care, the license shall clearly state both the number of children permitted for year-round care and the number of children permitted for summer care. If the summer capacity cannot be or has not been determined at the time license is issued for year-round care, a new license shall be issued by the licensing agency to the foster mother authorizing care for the maximum number of children during the summer and winter.

(Section Continued on Next Page)

V-460 (Continued)

V-460

For foster homes offering year-round care to less than fifteen children, including the foster mother's own children under sixteen years, and offering summer care to more than fifteen children, the licensing agency issues the license for year-round care. The SDSW will be responsible for issuing a license for the care of the additional children during the summer.

V-470 RELIGION

V-470

The religion of the foster home may be designated on the license, or this information may be omitted. Such designation, if made on the license, is not intended as a limitation but rather as a guide in making referrals or placements.

V-480 ROUTING OF LICENSE FORMS (LICENSING AGENCY)

V-480

The original license shall be transmitted to the foster mother or boarding home operator with any special instructions and material such as register forms and other pertinent information on diet, home pasteurization of milk, etc. (See Sec. V-340 for other information to be given foster mother or operator either before or at time of issuance of license.)

One duplicate of the license form or carbon copy of information contained thereon shall remain in the case record, and one duplicate copy of the license duly signed shall be sent to the SDSW at Sacramento.

Accumulated copies of licenses issued shall be sent to the SDSW not less frequently than once a month and all duplicates of licenses issued during the calendar month must be received in Sacramento not later than the tenth of the ensuing month.

V-500 RENEWAL CONTROL

V-500

After the license is issued the accredited agency shall enter the case name and expiration date of license in a control file in order that the case will automatically come to attention at least thirty days or other suitable interval before renewal is due.

V-510 RENEWAL OF LICENSE - DUTY OF AGENCY

V-510

Accredited agencies shall secure renewal applications and make renewal studies and reports as these become due. A boarding home license must be renewed annually and a renewal application must be filed each year. (W&IC 1624, 2304) Renewal investigation shall be completed as soon as administratively possible.

V-520 RENEWAL APPLICATION

V-520

Application for renewal of license shall be filed at least ten days prior to its expiration each year. (W&IC 1624, 2304) Foster parents and operators shall be requested to file a renewal application (Form BHC 11 or BHC 11.1). This request may be made during the thirty days before expiration of license or sooner. The request to file a renewal application may be by personal interview. However, the use of a form letter such as that suggested below may be more satisfactory:

(Section Continued on Next Page)



V-520 (Continued)

V-520

"Your license permitting you to board \_\_\_\_\_ (aged or children) will expire on \_\_\_\_\_."

If you wish to have your license renewed, please fill out completely the enclosed renewal application form and return it to this office.

If you are no longer interested in this service, will you please inform this office immediately."

V-530

FIRE SAFETY AND OTHER CLEARANCES (RENEWALS)

V-530

See Sec. V-310 for the classification of boarding homes requiring annual fire safety clearances.

See Sec. V-320 regarding other clearances which may be necessary.

V-540

HOME VISIT (RENEWALS)

V-540

If a home call has not been made within a reasonable period prior to the filing of the renewal application, a special renewal home visit shall be made at the time of renewal. If periodic visits have been made during the year in the supervision of placements in the home or in assisting the foster mother or operator in the care of the children or aged guests, and such a visit has been made within a reasonable interval prior to the expiration of the license, no special visit need be made for renewal purposes.

V-550

SOCIAL STUDY AND REPORT (RENEWALS)

V-550

The renewal evaluation shall be recorded.

Recording of the renewal evaluation may be made on the renewal study form (BHC 22 for BHC) or by means of a narrative.

The renewal study shall, when readily available, contain information from agencies or individuals who have used the home during the past year, as well as information gathered by the licensing agency during supervision of the home between the initial application and the renewal. The emphasis at renewal shall be an evaluation of the home in terms of service to the children or aged guests who have been placed there. Reports from references are not, however, required as in the case of initial applications.

The register of children (Form BHC 50) or aged (Form BHA 50) under care during the past year shall be reviewed to determine compliance with requirements concerning the maintenance of a register, and to determine adherence to the limitations of the license.

V-560

ISSUANCE OF RENEWAL LICENSE (INSPECTION AGENCY)

V-560

The licensing procedure is the same as for original applications. See Secs. V-580 and V-400.

Your license is valid for the period of time stated on the license. It is your responsibility to keep your license valid. If you are not sure of the expiration date, you should check with the Department of Motor Vehicles.

7-520

7-520

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V-570 ISSUANCE OR RENEWAL LICENSE (LICENSING AGENCY)

V-570

The licensing procedure is the same as for original applications. See Sec. V-410.

V-580 EXPIRATION OR LICENSE WITHOUT REAPPLICATION

V-580

Foster parents and operators shall be requested to file a renewal application prior to expiration of license. (See Secs. V-510 and V-520.) If application is not received, the case may be closed if no foster children or aged persons are known to be in the home nor have been in the home during the past year. (Inspection agency makes closing recommendation to the SDSW.) However, preferable procedure is to secure the signature of the foster mother or operator on a statement such as that suggested below (in duplicate by inspection agencies):

"To: \_\_\_\_\_

This is to inform you that I am no longer interested in holding a boarding home license.

Neither children nor aged guests are being cared for in my home at this time. I agree that if, in the future, I am again interested in this type of service, I shall get in touch with your office before accepting any children or aged guests into my home for care.

Name \_\_\_\_\_

Date \_\_\_\_\_ Address \_\_\_\_\_ "

The agency may secure the above information by telephone conversation with the operator or foster mother, in which case the understanding shall be confirmed by letter (in duplicate by inspection agency). If foster children or aged guests are in the home, the case shall not be closed without referral to the district attorney. See Secs. V-800 at seq. regarding prosecution.

V-590 VOLUNTARY DISCONTINUANCE

V-590

If the licensee moves to a new address, or sells, leases or rents the boarding home to another operator, the license is automatically cancelled and the licensee shall be requested to return the license. A new application shall be filed if foster children or aged are to be cared for at the new location or by the new operator. (See Secs. V-640, Change of Address, and V-650, Change of Operator.) If the licensee decides to discontinue care of foster children or aged persons, she shall be asked to return her license. (Inspection agency makes closing recommendation to the SDSW.)

V-600 INCREASE IN LICENSED CAPACITY (LICENSING AGENCY)

V-600

The number of children or aged guests permitted under a particular license may be increased by issuing a new license to the foster mother or operator. This change shall be made only after there is assurance that the boarding home can give adequate care if capacity is increased.

V-610 INCREASE IN LICENSED CAPACITY (INSPECTION AGENCY)

V-610

Recommendation shall be made by the inspection agency to the SDSW as in licensing action. (See Sec. V-380, Licensing Review Procedure.) After review of the record by the SDSW and concurrence that increase in licensed capacity is justified, the SDSW will send the foster mother or operator a new license permitting an increase in capacity. A carbon copy of the letter of transmittal will be sent by the SDSW to the inspection agency.

V-620 DECREASE IN LICENSED CAPACITY

V-620

If investigation indicates that the licensed capacity of the home should be reduced, the foster mother or operator shall be requested to return the current license, whereupon a new license for the reduced capacity will be issued. Refusal to return the license may constitute cause for revocation proceedings.

V-630 LICENSE NOT TRANSFERABLE

V-630

"No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in section (1620 or 2308) of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service." (W&IC 1620 and 2308)

The license is issued to the applicant for a specified home; likewise, an application is from a particular applicant, or applicants, for a particular location.

If the applicant or licensee moves to a new address, or if there is a change in the operator of a boarding home, the application or license is automatically cancelled. (See Secs. V-640 and V-650.)

V-640 CHANGE OF ADDRESS

V-640

If the applicant or licensee should move to a new address, the application or license is automatically cancelled. (Statistically this action is recorded either as "Application withdrawn" or "Current license discontinued".)

The applicant or licensee shall be notified (if whereabouts known) that the application or license is cancelled and that a new application is required if foster children or aged persons are to be cared for. The license should be returned. (Inspection agency recommends to the SDSW that the application or license be cancelled and reports the reason therefor.)

If the applicant or licensee moves without notifying the licensing agency of the new address, a letter shall be sent to the last known address, giving the notification that the application or license is cancelled.

A new investigation and new license are necessary for the boarding home at the new address.



V-650

CHANGE OF OPERATOR

V-650

If the applicant or licensee sells, leases or rents the boarding home to another operator, the application or license is automatically cancelled. (Statistically this action is recorded either as "Application withdrawn" or "Current license discontinued".)

The applicant or licensee shall be notified (if whereabouts known) that the application or license is cancelled, and, if the home is licensed, the license should be returned. (Inspection agency recommends to the SDSW that the application or license be cancelled and reports the reason therefor.)

The new operator shall be notified of the necessity to file application for license.

A new investigation and new license are necessary for the new operator of the home.

V-660

CHANGE IN CLASSIFICATION

V-660

After license has been issued, there shall be no change in service (e.g., day care to full time care) unless the license is returned, and a new license issued. A new application form is not necessary; the written or verbal request for change in classification will serve in lieu of the completion of another application form. Statistically, this becomes a new application.

V-700

REVOCATION OF LICENSE

V-700

Revocation is the voiding of a current license for cause after a hearing before the SDSW in accordance with the procedure established in Sections 11500 through 11528 of the Government Code. The right of revocation is not ordinarily delegated by the SDSW. When the agency believes cause for revocation of a license exists, the case shall be referred to the SDSW.

See Chapter X, Revocations and Appeals.

V-800

OPERATION WITHOUT LICENSE

V-800

Operation of a boarding home for aged or children without a license constitutes a violation of the law. Under such circumstances and except in case of denial or revocation of license, the provisions of the law shall be called to the attention of the violator, and opportunity shall be given to file an application. Continued operation and continued refusal to file an application shall be followed by referral of the situation to the district attorney for action.

V-810

PROSECUTION - DUTY OF DISTRICT ATTORNEY

V-810

"The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (W&IC 1630, 2310)

V-820      REFERRAL TO DISTRICT ATTORNEY

V-820

Written referral to the district attorney for action under Secs. 1630 and 2310 of the W&IC shall be made by licensing agencies (by the SDSW for inspection agencies) when the home continues to operate after denial of license.

The letter of referral shall state the date of denial, reason for denial, that the home continues to operate, and that action is being requested under Secs. 1630 or 2310 of the W&IC. Discussion of the situation with the district attorney may precede or follow the written referral and the agency shall keep the district attorney informed of any subsequent adjustment after referral which might make further action unnecessary.

V-830      REFERRAL TO DISTRICT ATTORNEY IN CASE OF FIRE HAZARD

V-830

In cases of denial due to fire hazard the letter of referral to the district attorney shall contain, in addition to the items prescribed in Sec. V-820, a report of the fire officials' findings. A copy of the referral to the district attorney shall also be sent to the local fire department or the State Fire Marshal.

V-840      REFERRAL TO DISTRICT ATTORNEY FOLLOWING REVOCATION OF LICENSE

V-840

Following revocation of license the agency shall determine that the home is not caring for children or aged. If the home continues to operate after revocation of license has occurred, the licensing agency (the SDSW for inspection agencies) shall refer the matter in writing to the district attorney.

V-990      STANDARDS AND INFORMATIONAL MATERIAL

V-990

Supplies of standards, nutrition guides, instructions for home pasteurization of milk, and similar material, are furnished free of charge by the SDSW, 616 K Street, Sacramento.

V-999      FORMS

V-999

Refer to Appendix for index of forms which are supplied free of charge by the SDSW and those available through the State Bureau of Purchases.



## CHAPTER VI

## CASE RECORDS

VI-100 CONTENT OF CASE RECORD OF BHA AND BHC

VI-100

The accredited licensing and inspection agency shall maintain case records containing all information secured regarding each application for a boarding home license, and each licensed boarding home. A record should also be made of inquiries which do not result in an application for license. When an application is denied, the record shall contain full information about the point or points upon which the denial is based.

Information may be recorded on Forms BHA 21 or BHC 21 for new applications, or on Form BHC 22 for renewals for boarding homes for children, supplemented by a narrative record, or an adequate narrative record may be substituted for these forms.

Case records shall also include, in a uniform arrangement, copies of all forms completed in connection with the application, and social study, and copies of all correspondence. The case record shall contain a copy of the license issued by the accredited licensing agency or a carbon copy of the information contained on the face of the license issued. The accredited inspection agency case records shall contain copies of the notification from the SDSW that a license has been issued.

VI-150 BOARDING HOME RECORD AND CHILD PLACEMENT RECORD

VI-150

Information as to the general adequacy of care given children placed in the home is properly a part of the boarding home record, but information regarding the needs, progress and adjustment of specific children in the boarding home is properly contained in the child's own record (ANC record or other placement record) rather than in the boarding home record.

VI-200 DISPOSAL OF CASE RECORDS

VI-200

A boarding home record which has been inactive for ten years may be destroyed.

VI-250 PURPOSE AND METHOD OF RECORDING

VI-250

Case recording is a part of the process of determining whether a home meets licensing standards. An accurate and complete case record justifies the expenditure of public money by showing that funds have been properly expended in the exercise of the provisions of the law and the rules and regulations of the SDSW. The case record protects the agency, improves the service to the applicant or licensee and the public using the home, conserves the efforts of the agency, and assists in evaluating the quality and quantity of the agency's work.

(Section Continued on Next Page)

VI-250 (Continued)

VI-250

Adequate recording of the social study includes both the securing and recording of adequate information. Pertinent social information revealing the characteristics of each boarding home shall be carefully recorded in order that the strengths and weaknesses of the home are clearly set forth, and there is indication of the basis for the action taken by the agency.

Chronological recording under the dates when information is received or developments occur will aid in the evaluation of the home which must precede the renewal of license. Topical headings may be used to indicate the nature of the information recorded under certain dates and summaries of developments over a period of time may supplement the chronological record.

VI-300 TOPICAL OUTLINE FOR RECORDING

VI-300

The following outline is suggested for recording the social study. It is not all inclusive, should be adapted to each case, and the arrangement of the material may likewise require change. Where emphasis changes as between homes for children and aged, separate sections are given.

VI-500 TOPICAL OUTLINE FOR STUDY OF HOME

VI-500

## A. Initial interview.

1. Date, source of referral (self, publicity, other foster mother of operator, etc.).
2. Reason for interest in license and type of care.
3. Clues as to suitability of home as revealed by applicant's reaction to agency explanation of standards, application process, requirements of working with agency, parents, aged persons, etc.

## B. Home call (or calls) - Date - And whom seen.

Describe positive and limiting attributes of the home with respect to its uses for children (infants, pre-school, school age, adolescents, full time, day care or parent-child), or aged, in terms of the following:

1. Composition of family - name, age, sex, relationship, occupation.
2. Others in household - name, age, sex, relationship, occupation.
3. Employed staff - name, age, duties, training, hours and wages.
4. Foster children and parents or aged guests in home - name, age, name and address of person from whom received, date, rate, health.
5. Supervision in absence of foster parent or manager.

(Section Continued on Next Page)



VI-500 (Continued)

VI-500

6. Religion -- church affiliation and religious practice.
7. Race and/or nationality.
8. Physical aspects of home:

Type of dwelling, condition, comparison with others in neighborhood; yard (play space and equipment for children or living room and recreational provisions for aged); sleeping rooms, size, privacy, care of personal belongings, supervision for children (assistance for the aged); cleanliness, order, ventilation and warmth, livableness; safety aspects -- fire, heating equipment, accident prevention, sanitation.

For homes for aged, note particularly exits, stair ramps, fire extinguishers, hazards due to crowding and limited staff, feeble, non-ambulatory, blind or deaf above first floor. Note also bedroom furniture, bed lights, bedside tables, ramps, handrails, toilet chairs, type, condition, floor covering, esthetic values for the aged.

Day care -- Note provision for napping, toilet facilities, play space, and equipment.

9. Neighborhood -- rural or urban, type of neighborhood, proximity to church, school (for children), community interests and activities.
10. Income -- Adequacy and source. (For aged homes, net profit.)
11. Health -- Health of various members of family and employed staff; attitudes toward health and medical care for self and those under care. Provision for medical care. Nutrition standards maintained, care, preparation and serving of food. (Use of home-canned food, pasteurized milk.)
12. Family life.

Child care homes:

- (a) Emotional aspects as shown by relationships of members of family, and reasons for interest in care of children; affection, warmth, humor, play; participation of children in family life, discussions, responsibilities; attitudes of members toward rights of others, methods of discipline, and habit training as regards food, toilet training, sex instruction.
- (b) Personalities of various family members -- dominance, sociability, special interests, special problems -- possible reaction to new members of family group in terms of rivalry.

(Section Continued on Next Page)

VI-500 (Continued)

VI-500

- (c) Interest and participation in civic and community affairs, recreational and cultural interests; attitudes toward education, religion, etc.

Aged Homes:

- (a) Attitudes and interest in the aged as shown by consideration for individual preferences and interests, care of guests who suffer from confusion or helplessness; assistance given guests in maintaining outside interests, contact with friends, family; provision for recreational interests.

13. Maintenance of a register.
14. Information obtained from references and social service exchange clearance.
15. Special qualifications or limitations of home (of foster family for children, of operator for aged home) in respect to:

Intelligence, previous experience, common sense, adaptability to needs of program and acceptance of requirements of program; evidence of emotional maturity, motives in applying for license to give kind of care interested in giving.

16. Recommendation for licensing action.

VI-800

CONFIDENTIAL NATURE OF RECORDS

VI-800

Boarding home records shall be confidential.

Information that an application has been filed, that license has been granted or denied, the number for which license has been granted, and the type of care (type as distinguished from quality) given, is public information. Additional pertinent information may be given in referral service when the home is being considered for use of certain children. A licensing agency may release information of an evaluative nature (which may include the entire record) concerning a boarding home to a placing agency which desires to use the home. Information requested by another licensing agency regarding an applicant's prior service and an evaluation of that service may likewise be given.

Information shall also be given in actions brought by law enforcement officers dealing with the enforcement or prosecution of the boarding home law.

Information other than as above provided may be released when it is requested by a public or private social welfare or health agency which fulfills the following conditions:

- (a) The agency, as part of its usual duties, makes social investigations for the purpose of rendering social service;

(Section Continued on Next Page)



VI-800 (Continued)

VI-800

- (b) The agency maintains adequate standards for the protection of confidential information;
- (c) The agency will use the information only for the purpose for which it is made available, such purpose to be reasonably related to the purpose and functions of the inquiring agency.

Information may likewise be made available for research purposes. In the subpoena of records and witnesses by a court when the action does not concern the licensing program, the attention of the court shall be called to the confidential nature of records.

## CHAPTER VII

## CLERICAL PROCEDURES

VII-50 FOREWORD

VII-50

This chapter sets forth the control files which shall be maintained by accredited inspection and licensing agencies, and in addition presents suggested procedures and files for the guidance of those agencies who may wish such assistance.

VII-100 MASTER FILE

VII-100

In order to provide a permanent index for clearance purposes, each accredited licensing or inspection agency shall maintain a master file of all boarding homes. It is desirable that the master file also include a record of inquiries which have not resulted in the filing of an application. Customary identifying information for each case includes name, birth date, address, date, type of service, and case number.

Each agency shall also maintain a method of registering each case number assigned, and each case shall be further identified by a symbol differentiating the aged home and the children's boarding home. The symbol BHA may be used for aged homes, and BHC for children's homes. Some agencies may wish to further identify children's boarding homes such as BHCP for parent-child homes, DC for day care, etc.

VII-200 CASE PROCESSING CONTROLS

VII-200

Such other card files and controls as may be necessary shall be maintained in connection with case processing, such as:

1. Pending applications
2. Annual renewals
3. Inquiries, homes reported to be operating without license, complaints, etc.
4. Fire clearances.

VII-300 STATISTICAL FILE

VII-300

A card file is recommended for the purpose of compiling the mandatory monthly statistical report (See Chapter VIII). Appendices XI and XII contain suggestions for the maintenance and use of such a statistical card file.

VII-400 POPULATION CHANGE NOTIFICATION

VII-400

For those agencies which maintain a referral and placement service, a method of notification by foster parents and operators of population changes

(Section Continued on Next Page)



## VII-400 (Continued)

VII-400

is desirable. Various agencies have developed different procedures; one method which appears to have worked satisfactorily is to supply postal cards to each boarding home mother or operator on which is reported to the agency the admissions or discharges:

Name of child or guest \_\_\_\_\_

Age of child \_\_\_\_\_

Date placed \_\_\_\_\_

By whom placed \_\_\_\_\_

Date child or guest removed \_\_\_\_\_

Reason \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Other agencies have devised more elaborate methods such as a register form of two sheets, the second sheet of which constitutes a placement notice and a removal notice separated by perforations. As a child or aged guest is admitted, the register sheet is completed and the placement notice is returned to the agency. When the child or guest leaves, the remainder of the second page is completed and returned to the agency.

VII-500 RECORD OF POPULATION

VII-500

A progressive record of placements and removals in each boarding home is a convenience. Agencies may devise a card file in which a card for each boarding home shows the capacity and current population as follows:

Name \_\_\_\_\_ Case No. \_\_\_\_\_ Capacity \_\_\_\_\_

Ages \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Child or Guest:	Date Placed:	By Whom:	Date Removed:	Reason:

## CHAPTER VIII

## STATISTICAL PROCEDURES

VIII-50 FOREWORD

VIII-50

This chapter is not applicable to accredited inspection agencies, since the monthly statistical reports for these agencies are compiled by the SDSW.

VIII-100 SUBMISSION OF STATISTICAL REPORTS BY LICENSING AGENCIES

VIII-100

Accredited licensing agencies shall submit monthly statistical reports to the SDSW on boarding home licensing operations. Form BHC 41, Monthly Statistical Report on Licensing of BHC, and Form BHA 41, Monthly Statistical Report on Licensing of BHA, (See forms at end of Chapter VIII) shall be submitted in triplicate to the SDSW, 616 K Street, Sacramento, not later than the 8th day of the month following the month covered by the reports.

VIII-500 INSTRUCTIONS FOR COMPLETING FORMS BHC 41 AND BHA 41

VIII-500

Column definitions - BHC 41. Four columns are provided. The first three columns are used for separate counts of the three types of boarding homes for children; the fourth column is used to enter the sum of the three preceding columns. Information in column 4 is mandatory for all items; completion of columns 1, 2 and 3 is permissive except for items 5, 10 and 18, which are mandatory. The three types of children's boarding homes are defined as follows:

- Column 1. Full-time care. A home giving full-time care is defined as a private family home which accepts for twenty-four hour care one or more children to board, with or without compensation.
- Column 2. Day care. A home giving day care is defined as a private family home which accepts only for day care one or more children, with or without compensation.
- Column 3. Parent-child care. A home giving parent-child care is defined as a private family home which offers board and room or room alone, to parents with their children, including, as a clearly defined part of the services given, the care and supervision of the children while the parent is away, either at work or elsewhere.

Column 4. Total. Enter the sum of columns 1, 2 and 3.

Column definitions - BHA 41. Three columns are provided. The first two columns are used for separate counts of the two types of boarding homes for aged; the third column is used to enter the sum of the two preceding columns. Information in column 3 is mandatory for all

(Section Continued on Next Page)



VIII-500 (Continued)

VIII-500

items; completion of columns 1 and 2 is permissive, except for items 5, 10 and 18, which are mandatory.

The two types of boarding homes for aged are defined as follows:

Column 1. Private homes. A private home for aged persons is one which accepts for board and care from 1 to 10 aged persons.

Column 2. Special homes. A special boarding home for aged persons is one which accepts for board and care from 11 to 15 aged persons.

Column 3. Total. Enter the sum of columns 1 and 2.

Changes in type of care and/or in number of children or aged for whom home is licensed:

A new license must be issued whenever (a) there is a change in the type of care for which license is issued (e.g., from full-time care to day care, etc.); (b) there is a change in the number of children or aged for whom care is licensed. When either of these changes occur, report the old license as voluntarily discontinued in item 16; report the new license as application received in item 2 (even though a new written application is not required), as application disposed of in item 4, and as application granted in items 4a and 12.

#### Section A - New Applications

Report in this section the opening inventory, receipt, disposition and closing inventory of all new applications for licenses received during the month. A closed case which again becomes active is counted under this section, as well as a new license issued because of change in the old license (see preceding paragraph).

1. New applications pending at beginning of month. Report the number of new applications which were pending at the end of the previous month as shown in item 5 of the previous month's reports. If there is a difference, explain in a footnote.
2. New applications received during the month. Enter the number of new applications for licenses received during the month. Report all applications received, even though some are subsequently withdrawn or not granted. Include a new license issued because of a change in the old license, even though a new application is not required.
3. Total new applications. Enter the sum of item 1 plus item 2.
4. New applications disposed of during the month. Enter the sum of items 4a, 4b and 4c.

(Section Continued on Next Page)

VIII-500 (Continued)

VIII-500

- 4a. New licenses granted during the month. Report all new applications on which licenses were issued during the month, including new licenses issued because of change in the old licenses.
- 4b. New applications withdrawn during the month. Enter the number of new applications for licenses that were withdrawn during the month or were voided by the agency because of change of address of the applicant, or because of change in operator of the home.
- 4c. New applications denied during the month. Report the number of new applications for licenses that were denied during the month because the boarding home did not meet the standards of the SDSW.
- 5. New applications pending at end of month. Enter the number of new applications which remained open for consideration at the end of the month. This is obtained by subtracting item 4 from item 3.

Section B - Renewals

- 6. Renewals pending at beginning of month. Same as item 10 of the previous month's report. Report the number of renewals that were pending at the end of the previous month as shown in item 10 of the previous month's report. If there is a difference, explain in a footnote.
- 7. Renewals falling due during month. Report the number of licenses that have automatically expired during the month because twelve months have elapsed since the licenses were issued. Enter all such expirations, whether renewal applications have been received or not.
- 8. Total renewals. Enter the sum of items 6 and 7.
- 9. Renewals disposed of. Enter the sum of items 9a, 9b, 9c, and 9d. Renewals falling due during the month, but not disposed of, should be included in item 10 as well as item 7.
  - 9a. Renewal licenses granted. Report the number of licenses that were renewed for another 12 months' period.
  - 9b. Renewal applications denied. Report the number of applications for renewal which were not renewed because investigation showed they no longer met the standards of the SDSW.
  - 9c. Renewal applications withdrawn. Enter the number of applications for renewal that were withdrawn before formal action was taken.

(Section Continued on Next Page)



VIII-500 (Continued)

VIII-500

- 9d. Discontinued without reapplication. Enter the number of boarding homes for which license has expired and for which the operator does not wish to renew application.
10. Renewals pending at end of month. Enter the number of renewals that remained open for consideration at the end of the month. This is obtained by subtracting item 9 from item 8.

Section C - Cases

11. Homes currently licensed at beginning of month. Enter the number of homes that were holding licenses at the beginning of the month. This item must correspond with item 18 of the previous month's report; if it does not, explain in a footnote.

Please note that the entry for item 11 will not necessarily represent the number of licenses for which reimbursement is to be claimed for the month covered by the report. Hence item 11 of this report may not be comparable with the number shown for this month on the monthly claims (BHC 81 and BHA 81).

12. New licenses granted during month. Report the number of new licenses that were granted during the month. This must be the same as item 4a.
13. Renewal licenses granted during month. Enter the number of licenses that were renewed for another 12 months' period. This must be the same as item 9a.
14. Total licenses in effect during the month. Report the total number of licenses in effect at some time during the month. This is the sum of items 11, 12 and 13, and represents the number of licenses in effect, not the number of licensed homes. A home for which the renewal fell due and which was granted the renewal license in the same month actually had two licenses in effect during that month.
15. Renewals falling due during month. Enter the number of renewals falling due during the month as reported in item 7.
16. Current licenses discontinued during month. Enter the number of current licenses that were discontinued at the request of the boarding home, or were voided by the agency because of change of address of the boarding home, change of operator of the home, change in type of care, or in number of children or aged for whom license was issued.
17. Current licenses revoked during month. Enter the number of current licenses that were revoked by action of the SDSW. Do not include renewal applications that were denied (report such action in item 9b), nor current licenses that were discontinued for reasons listed in the preceding paragraph.

(Section Continued on Next Page)

VIII-500 (Continued)

VIII-500

18. Homes holding licenses at end of month. Enter the number of homes holding licenses at the end of the month. This item is found by subtracting items 15, 16 and 17 from item 14.

Refer to appendices XI and XII for suggested statistical file and clerical procedure in compiling statistical reports.



MONTHLY STATISTICAL REPORT ON LICENSING  
OF BOARDING HOMES FOR AGED

AGENCY \_\_\_\_\_

REPORT FOR MONTH OF \_\_\_\_\_

, 19\_\_\_\_

	NUMBER OF HOMES		
	(1) PRIVATE (1 TO 10 PERSONS)	(2) SPECIAL (11 TO 15 PERSONS)	(3) TOTAL
<b>A. NEW APPLICATIONS</b>			
1. NEW APPLICATIONS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 5 PREVIOUS MONTH).....			
2. NEW APPLICATIONS RECEIVED DURING MONTH.....			
3. TOTAL NEW APPLICATIONS (1 PLUS 2).....			
4. NEW APPLICATIONS DISPOSED OF DURING MONTH (A PLUS B PLUS C).. A. NEW APPLICATIONS GRANTED DURING MONTH.....			
B. NEW APPLICATIONS WITHDRAWN DURING MONTH.....			
C. NEW APPLICATIONS DENIED DURING MONTH.....			
5. NEW APPLICATIONS PENDING AT END OF MONTH (3 MINUS 4).....			
<b>B. RENEWALS</b>			
6. RENEWALS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 10 PREVIOUS MONTH).....			
7. RENEWALS FALLING DUE DURING MONTH.....			
8. TOTAL RENEWALS (6 PLUS 7).....			
9. RENEWALS DISPOSED OF (SUM OF A, B, C AND D)..... A. RENEWAL LICENSES GRANTED.....			
B. RENEWAL APPLICATIONS DENIED.....			
C. RENEWAL APPLICATIONS WITHDRAWN.....			
D. DISCONTINUED WITHOUT REAPPLICATION.....			
10. RENEWALS PENDING AT END OF MONTH (8 MINUS 9)			
<b>C. CASES</b>			
11. HOMES CURRENTLY LICENSED AT BEGINNING OF MONTH (SAME AS ITEM 18 PREVIOUS MONTH).....			
12. NEW LICENSES GRANTED DURING MONTH (SAME AS 4A).....			
13. RENEWAL LICENSES GRANTED DURING MONTH (SAME AS 9A).....			
14. TOTAL LICENSES IN EFFECT DURING MONTH (11 PLUS 12 PLUS 13)...			
15. RENEWALS FALLING DUE DURING MONTH (SAME AS 7).....			
16. CURRENT LICENSES DISCONTINUED DURING MONTH.....			
17. CURRENT LICENSES REVOKED DURING MONTH.....			
18. HOMES HOLDING LICENSE AT END OF MONTH (14 MINUS 15, 16 AND 17)			

INFORMATION IN COLUMN 3 IS MANDATORY; ALSO ITEMS 5, 10 AND 18 IN COLUMNS 1 AND 2.

SIGNATURE OF PERSON PREPARING REPORT \_\_\_\_\_ DATE \_\_\_\_\_

THIS REPORT IS DUE IN TRIPPLICATE AT THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, NOT LATER  
THAN THE 8TH DAY OF THE MONTH FOLLOWING THE MONTH COVERED BY THE REPORT.

MONTHLY STATISTICAL REPORT ON LICENSING  
OF BOARDING HOMES FOR CHILDREN

AGENCY \_\_\_\_\_ REPORT FOR MONTH OF \_\_\_\_\_, 19\_\_

A. NEW APPLICATIONS	NUMBER OF HOMES			
	(1) FULL-TIME CARE	(2) DAY CARE	(3) PARENT CHILD CARE	(4) TOTAL
1. NEW APPLICATIONS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 5 PREVIOUS MONTH).....				
2. NEW APPLICATIONS RECEIVED DURING MONTH.....				
3. TOTAL NEW APPLICATIONS (1 PLUS 2).....				
4. NEW APPLICATIONS DISPOSED OF DURING MONTH (A PLUS B PLUS C).				
A. NEW APPLICATIONS GRANTED DURING MONTH.....				
B. NEW APPLICATIONS WITHDRAWN DURING MONTH.....				
C. NEW APPLICATIONS DENIED DURING MONTH.....				
5. NEW APPLICATIONS PENDING AT END OF MONTH (3 MINUS 4).....				
B. RENEWALS				
6. RENEWALS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 10 PREVIOUS MONTH).....				
7. RENEWALS FALLING DUE DURING MONTH.....				
8. TOTAL RENEWALS (6 PLUS 7).....				
9. RENEWALS DISPOSED OF (SUM OF A, B, C AND D).....				
A. RENEWAL LICENSES GRANTED.....				
B. RENEWAL APPLICATIONS DENIED.....				
C. RENEWAL APPLICATIONS WITHDRAWN.....				
D. DISCONTINUED WITHOUT REAPPLICATION.....				
10. RENEWALS PENDING AT END OF MONTH (8 MINUS 9).....				
C. CASES				
11. HOMES CURRENTLY LICENSED AT BEGINNING OF MONTH (SAME AS ITEM 18 PREVIOUS MONTH).....				
12. NEW LICENSES GRANTED DURING MONTH (SAME AS 4A).....				
13. RENEWAL LICENSES GRANTED DURING MONTH (SAME AS 9A).....				
14. TOTAL LICENSES IN EFFECT DURING MONTH (11 PLUS 12 PLUS 13).....				
15. RENEWALS FALLING DUE DURING MONTH (SAME AS 7).....				
16. CURRENT LICENSES DISCONTINUED DURING MONTH.....				
17. CURRENT LICENSES REVOKED DURING MONTH.....				
18. HOMES HOLDING LICENSE AT END OF MONTH (14 MINUS 15, 16 AND 17).....				

INFORMATION IN COLUMN 4 IS MANDATORY; ALSO ITEMS 5, 10 AND 18 IN COLUMNS 1, 2 AND 3.

SIGNATURE OF PERSON PREPARING REPORT \_\_\_\_\_ DATE \_\_\_\_\_

THIS REPORT IS DUE IN TRIPLICATE AT THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, NOT LATER THAN THE 8TH DAY OF THE MONTH FOLLOWING THE MONTH COVERED BY THE REPORT.



THIS FORM IS TO BE USED FOR THE PURPOSES OF THE FEDERAL BUREAU OF INVESTIGATION, DEPARTMENT OF JUSTICE, IN THE MATTER OF THE UNITED STATES OF AMERICA, VS. [Name of Defendant]

THE FOLLOWING IS A SUMMARY OF THE FACTS OF THE CASE AS SET FORTH IN THE COMPLAINT AND THE ANSWER THERETO:

1. [Name of Defendant] was born [Date of Birth] at [Place of Birth], [State], [Country].	
2. [Name of Defendant] is a [Nationality] by birth and a [Nationality] by naturalization.	
3. [Name of Defendant] is a [Marital Status] and has [Number of Children] children.	
4. [Name of Defendant] is a [Religion] and a [Political Affiliation].	
5. [Name of Defendant] is a [Education] and has [Degrees/Diplomas].	
6. [Name of Defendant] is a [Occupation] and has [Employment History].	
7. [Name of Defendant] is a [Residence] and has [Addresses].	
8. [Name of Defendant] is a [Travel History] and has [Countries Visited].	
9. [Name of Defendant] is a [Financial Status] and has [Assets/Liabilities].	
10. [Name of Defendant] is a [Social History] and has [Associations].	
11. [Name of Defendant] is a [Criminal History] and has [Convictions].	
12. [Name of Defendant] is a [Mental Health] and has [Diagnoses].	
13. [Name of Defendant] is a [Substance Abuse] and has [Addictions].	
14. [Name of Defendant] is a [Sexual History] and has [Activities].	
15. [Name of Defendant] is a [Physical Health] and has [Conditions].	
16. [Name of Defendant] is a [Medical History] and has [Treatments].	
17. [Name of Defendant] is a [Dental History] and has [Procedures].	
18. [Name of Defendant] is a [Vision History] and has [Examinations].	
19. [Name of Defendant] is a [Hearing History] and has [Examinations].	
20. [Name of Defendant] is a [Speech History] and has [Examinations].	
21. [Name of Defendant] is a [Motor History] and has [Examinations].	
22. [Name of Defendant] is a [Sensory History] and has [Examinations].	
23. [Name of Defendant] is a [Cognitive History] and has [Examinations].	
24. [Name of Defendant] is a [Emotional History] and has [Examinations].	
25. [Name of Defendant] is a [Behavioral History] and has [Examinations].	
26. [Name of Defendant] is a [Personality History] and has [Examinations].	
27. [Name of Defendant] is a [Social History] and has [Examinations].	
28. [Name of Defendant] is a [Cultural History] and has [Examinations].	
29. [Name of Defendant] is a [Religious History] and has [Examinations].	
30. [Name of Defendant] is a [Political History] and has [Examinations].	
31. [Name of Defendant] is a [Economic History] and has [Examinations].	
32. [Name of Defendant] is a [Environmental History] and has [Examinations].	
33. [Name of Defendant] is a [Technological History] and has [Examinations].	
34. [Name of Defendant] is a [Artistic History] and has [Examinations].	
35. [Name of Defendant] is a [Scientific History] and has [Examinations].	
36. [Name of Defendant] is a [Literary History] and has [Examinations].	
37. [Name of Defendant] is a [Musical History] and has [Examinations].	
38. [Name of Defendant] is a [Dance History] and has [Examinations].	
39. [Name of Defendant] is a [Sports History] and has [Examinations].	
40. [Name of Defendant] is a [Games History] and has [Examinations].	
41. [Name of Defendant] is a [Hobbies History] and has [Examinations].	
42. [Name of Defendant] is a [Interests History] and has [Examinations].	
43. [Name of Defendant] is a [Values History] and has [Examinations].	
44. [Name of Defendant] is a [Beliefs History] and has [Examinations].	
45. [Name of Defendant] is a [Attitudes History] and has [Examinations].	
46. [Name of Defendant] is a [Opinions History] and has [Examinations].	
47. [Name of Defendant] is a [Preferences History] and has [Examinations].	
48. [Name of Defendant] is a [Dislikes History] and has [Examinations].	
49. [Name of Defendant] is a [Fears History] and has [Examinations].	
50. [Name of Defendant] is a [Dreams History] and has [Examinations].	
51. [Name of Defendant] is a [Goals History] and has [Examinations].	
52. [Name of Defendant] is a [Aspirations History] and has [Examinations].	
53. [Name of Defendant] is a [Ambitions History] and has [Examinations].	
54. [Name of Defendant] is a [Desires History] and has [Examinations].	
55. [Name of Defendant] is a [Needs History] and has [Examinations].	
56. [Name of Defendant] is a [Wants History] and has [Examinations].	
57. [Name of Defendant] is a [Likes History] and has [Examinations].	
58. [Name of Defendant] is a [Dislikes History] and has [Examinations].	
59. [Name of Defendant] is a [Fears History] and has [Examinations].	
60. [Name of Defendant] is a [Dreams History] and has [Examinations].	
61. [Name of Defendant] is a [Goals History] and has [Examinations].	
62. [Name of Defendant] is a [Aspirations History] and has [Examinations].	
63. [Name of Defendant] is a [Ambitions History] and has [Examinations].	
64. [Name of Defendant] is a [Desires History] and has [Examinations].	
65. [Name of Defendant] is a [Needs History] and has [Examinations].	
66. [Name of Defendant] is a [Wants History] and has [Examinations].	
67. [Name of Defendant] is a [Likes History] and has [Examinations].	
68. [Name of Defendant] is a [Dislikes History] and has [Examinations].	
69. [Name of Defendant] is a [Fears History] and has [Examinations].	
70. [Name of Defendant] is a [Dreams History] and has [Examinations].	
71. [Name of Defendant] is a [Goals History] and has [Examinations].	
72. [Name of Defendant] is a [Aspirations History] and has [Examinations].	
73. [Name of Defendant] is a [Ambitions History] and has [Examinations].	
74. [Name of Defendant] is a [Desires History] and has [Examinations].	
75. [Name of Defendant] is a [Needs History] and has [Examinations].	
76. [Name of Defendant] is a [Wants History] and has [Examinations].	
77. [Name of Defendant] is a [Likes History] and has [Examinations].	
78. [Name of Defendant] is a [Dislikes History] and has [Examinations].	
79. [Name of Defendant] is a [Fears History] and has [Examinations].	
80. [Name of Defendant] is a [Dreams History] and has [Examinations].	
81. [Name of Defendant] is a [Goals History] and has [Examinations].	
82. [Name of Defendant] is a [Aspirations History] and has [Examinations].	
83. [Name of Defendant] is a [Ambitions History] and has [Examinations].	
84. [Name of Defendant] is a [Desires History] and has [Examinations].	
85. [Name of Defendant] is a [Needs History] and has [Examinations].	
86. [Name of Defendant] is a [Wants History] and has [Examinations].	
87. [Name of Defendant] is a [Likes History] and has [Examinations].	
88. [Name of Defendant] is a [Dislikes History] and has [Examinations].	
89. [Name of Defendant] is a [Fears History] and has [Examinations].	
90. [Name of Defendant] is a [Dreams History] and has [Examinations].	
91. [Name of Defendant] is a [Goals History] and has [Examinations].	
92. [Name of Defendant] is a [Aspirations History] and has [Examinations].	
93. [Name of Defendant] is a [Ambitions History] and has [Examinations].	
94. [Name of Defendant] is a [Desires History] and has [Examinations].	
95. [Name of Defendant] is a [Needs History] and has [Examinations].	
96. [Name of Defendant] is a [Wants History] and has [Examinations].	
97. [Name of Defendant] is a [Likes History] and has [Examinations].	
98. [Name of Defendant] is a [Dislikes History] and has [Examinations].	
99. [Name of Defendant] is a [Fears History] and has [Examinations].	
100. [Name of Defendant] is a [Dreams History] and has [Examinations].	

## CHAPTER IX

## FINANCIAL POLICIES AND PROCEDURES

IX-100 SUBVENTION FOR COSTS OF ACCREDITED LICENSING AGENCY

IX-100

Sections 1622 and 2302, W&IC provide:

".....The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State at the rate of three dollars (\$3) per month per license(s). Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State."

IX-150 ELIGIBILITY TO SUBVENTION

IX-150

Subvention for costs is available to those cities and counties which have entered into a written contract with the SDSW, pursuant to which contract an accredited city or county agency inspects and licenses specified types of boarding homes. No subvention is available for costs of accredited agencies which inspect but do not license boarding homes. (See Chapter II, Delegation to Local Agencies)

IX-200 MONTHLY CLAIMS

IX-200

Subvention is claimed from the State by means of claims filed at the end of each month in accordance with the following sections.

IX-250 TIME LIMIT ON FILING OF MONTHLY CLAIMS

IX-250

Claims shall be submitted to the SDSW, 616 K Street, Sacramento, by the tenth day of the month following the end of the calendar month.

IX-300 LICENSES FOR WHICH CLAIM MAY BE MADE

IX-300

Subvention will be allowed only for licenses issued by the accredited licensing agency in accordance with the specifications of the contract. If a license is issued or in effect on the first day of the month, subventions for the entire month will be allowed, even though the license may expire or otherwise terminate during that month. For example: if a license is in effect on April 1, and expires on April 15, claim will be allowed for the month of April in the amount of \$3. If a license is issued after the first day of the month, no subvention will be allowed for that month. For example: if a license

(Section Continued on Next Page)



IX-300 (Continued)

IX-300

is issued on April 15, subvention will be allowed beginning with the month of May, provided the license is in effect on May 1.

Subvention will be allowed only if a duplicate copy of the license issued by the accredited licensing agency is on file with the SDSW. (See Sec. V-480, Routing of License Forms - Licensing Agency).

If a license is terminated for any reason other than expiration of license, the SDSW shall be so notified in writing. Subvention will not be allowed for any period subsequent to the month in which termination occurred.

IX-330 NOTIFICATION TO SDSW OF DISCONTINUANCE OF LICENSE

IX-330

When a license is discontinued for any reason other than expiration of license (e.g., change in ownership or operation, change in address, death of licensee, revocation, or voluntary discontinuance), notification shall be made to the SDSW on Form BHA 82, Notice of Discontinuance of Aged Boarding Home Licenses, and Form BHC 82, Notice of Discontinuance of Children's Boarding Home Licenses, and one copy of such notification shall accompany the Monthly Affidavit and Detail of Monthly Claim for Reimbursement. (Forms BHA 80 and BHA 81, and BHC 80 and BHC 81.)

IX-350 FORMS TO BE USED IN FILING CLAIMS

IX-350

Claims for subvention will be honored by the SDSW only if filed in duplicate on the forms prescribed by the SDSW, viz.:

Form BHA-80, Affidavit - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 2302 of the Welfare and Institutions Code.

Form BHC-80, Affidavit - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 1622 of the Welfare and Institutions Code.

Form BHA-81, Detail - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 2302 of the Welfare and Institutions Code.

Form BHC-81, Detail - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 1622 of the Welfare and Institutions Code.

Form BHA-82, Notice of Discontinuance of Aged Boarding Home Licenses

Form BHC-82, Notice of Discontinuance of Children's Boarding Home Licenses.

(See forms at end of Chapter IX)

(Section Continued on Next Page)

## IX-400 INSTRUCTIONS FOR COMPILING FORMS

IX-400

Forms BHA-81 and BHC-81, Detail of Monthly Claim.

Column 1. Enter case number and symbol (e.g., BHA or BHC) used by the agency in identifying cases:

Column 2. Enter the full name of the licensee exactly as it appears on the license issued.

Entries on Forms BHA-81 and BHC-81 shall be made in case numerical order, double spaced.

Forms BHA-80 and BHC-80, Affidavit to accompany detailed claim.

Column 1. The data for this column must be taken from Form BHA-81 or BHC-81. Enter the total number of licenses on which subvention is claimed for the month.

Column 2. The entry in this column is the unit cost for subvention purposes as prescribed by statute (\$3).

Column 3. Enter product arrived at by multiplying column 2 (\$3) by column 1 (total number of licenses).

Forms BHA-80 and BHC-80 are affidavits and must carry the signature of the executive officer of the accredited licensing agency (e.g., County Welfare Director). The signature must be attested by a County Clerk, Notary Public, or other person authorized to administer oaths.

Forms BHA-82 and BHC-82, Notice of Discontinuance of License.

Column 1. Enter case number and symbol (BHA or BHC) used by agency in identifying case.

Column 2. Enter full name of licensee exactly as it appeared on license.

Column 3. Enter date of discontinuance.

Column 4. Enter reason for discontinuance.

## IX-450 PURCHASE OF FORMS

IX-450

Forms BHA-80, BHC-80, BHA-81, BHC-81, BHA-82 and BHC-82, may be procured at cost from the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento, California.

Counties and cities may print or have printed these forms through local facilities, provided no deviations are made from the prescribed forms unless expressly approved in writing by the SDSW.



AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING  
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for the Aged)

FROM \_\_\_\_\_ COUNTY OR CITY AGENCY

FOR THE MONTH OF \_\_\_\_\_ 19\_\_\_\_

(TO BE SUBMITTED WITH DETAILED CLAIM, FORM BHA 81)

COL. 1	COL. 2	COL. 3
NUMBER OF LICENSES	UNIT COST	TOTAL COST FOR WHICH REIMBURSEMENT IS CLAIMED (COL. 1 x COL. 2)
	\$3.00	\$

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_

} ss.

I, \_\_\_\_\_, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE EXECUTIVE OFFICER OF THE CITY OR COUNTY AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 11, DIVISION 3 OF THE WELFARE AND INSTITUTIONS CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICENSING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES DURING THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

OF \_\_\_\_\_, 19\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORTING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

\_\_\_\_\_  
DATE

SUPERVISOR, BUREAU OF AUDITS

I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE FUNDS, APPROPRIATED BY CHAPTER 107 STATUTES OF 1946, SUFFICIENT TO FINANCE PAYMENTS OF THE \$ \_\_\_\_\_ CLAIMED IN COLUMN 3.

\_\_\_\_\_  
DATE

DEPARTMENTAL ACCOUNTING OFFICER

CLAIM NO.

DATE RECEIVED

SIGNATURE

RECEIVED  
MAY 11 1944

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AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING  
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for Children)

FROM \_\_\_\_\_ COUNTY OR CITY AGENCY

FOR THE MONTH OF \_\_\_\_\_, 19\_\_\_\_

(TO BE SUBMITTED WITH DETAILED CLAIM, FORM BHC 81)

COL. 1	COL. 2	COL. 3
NUMBER OF LICENSES	UNIT COST	TOTAL COST FOR WHICH REIMBURSEMENT IS CLAIMED (COL. 1 x COL. 2)
	\$3.00	\$

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_ } ss.

I, \_\_\_\_\_, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE EXECUTIVE OFFICER OF THE CITY OR COUNTY AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 1, PART 3, DIVISION 2 OF THE WELFARE AND INSTITUTIONS CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICENSING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES DURING THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

OF \_\_\_\_\_, 19\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

## FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORTING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
SUPERVISOR, BUREAU OF AUDITS

I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE FUNDS, APPROPRIATED BY CHAPTER 108 STATUTES OF 1946, SUFFICIENT TO FINANCE PAYMENT OF THE \$ \_\_\_\_\_ CLAIMED IN COLUMN 3.

\_\_\_\_\_  
DATE \_\_\_\_\_  
DEPARTMENTAL ACCOUNTING OFFICER

CLAIM NO.

DATE RECEIVED

SIGNATURE

RETURN TO BE FILED WITH THE STATE BOARD OF EQUALIZATION FOR THE PURPOSE OF OBTAINING A REFUND OF THE TAXES PAID ON THE PROPERTY OF THE DECEASED

(Form No. 100-1, 1-1-60)

NAME OF DECEASED \_\_\_\_\_

DATE OF DEATH \_\_\_\_\_

LAST RESIDENCE OF DECEASED \_\_\_\_\_

NAME OF DECEASED	DATE OF DEATH	LAST RESIDENCE OF DECEASED

NAME OF SURVIVOR \_\_\_\_\_

DATE OF SURVIVAL \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

COMMISSIONER OF REVENUE

STATE OF CALIFORNIA

NAME OF DECEASED	DATE OF DEATH	LAST RESIDENCE OF DECEASED

NAME OF SURVIVOR	DATE OF SURVIVAL	LAST RESIDENCE OF SURVIVOR

RETURN TO BE FILED WITH THE STATE BOARD OF EQUALIZATION FOR THE PURPOSE OF OBTAINING A REFUND OF THE TAXES PAID ON THE PROPERTY OF THE DECEASED



FORWARD TWO COPIES TO THE  
STATE DEPARTMENT OF SOCIAL WELFARE  
SACRAMENTO, CALIFORNIA

DETAIL - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND  
LICENSING SERVICES RENDERED UNDER SECTION 1622 OF THE  
WELFARE AND INSTITUTIONS CODE

(BOARDING HOMES FOR CHILDREN)

FROM \_\_\_\_\_ COUNTY OR CITY AGENCY  
FOR THE MONTH OF \_\_\_\_\_, 19\_\_\_\_

1. CASE NUMBER	2. NAME OF LICENSEE

Forward One Copy to  
State Department of Social Welfare  
Sacramento 14, California

FROM COUNTY

1 Case Number	2 Name of Licensee	3 Date of Discontinuance	4 Reason for Discontinuance

Notice of Discontinuance to accompany Detail-Monthly Claim for Reimbursement for Inspection and Licensing Services rendered under Section 2302 of the Welfare and Institutions Code (Form BHA 81)



Forward One Copy to  
State Department of Social Welfare  
Sacramento 14, California

FROM \_\_\_\_\_ COUNTY \_\_\_\_\_

[illegible]

Form BHC-82, August, 1948  
Notice of Discontinuance to accompany Detail-Monthly Claim for Reimbursement for Inspection and Licensing Services rendered under Section 1622 of the Welfare and Institutions Code (Form BHC-81).

## CHAPTER X

## REVOCATIONS AND APPEALS

X-100      LEGAL BASIS FOR REVOCATION OF LICENSE      X-100

"Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein." (W&IC 1625, 2305)

X-110      LEGAL BASIS FOR REVOCATION OF CERTIFICATE OF AUTHORITY      X-110

"Certificates of authority may be revoked for cause after a hearing before the State Social Welfare Board. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the Board shall have all the powers granted therein." (W&IC 2356)

X-150      DELEGATION OF REVOCATION RIGHT TO ACCREDITED LICENSING AGENCIES      X-150

Because of the requirements set up in the Government Code, the right to revoke licenses is not ordinarily delegated to an accredited licensing agency. However, agencies who desire to establish the required hearing body, and follow the procedure set forth in Sec. X-200, Revocation Procedure, may request consideration that the right of revocation be delegated to them. An agency delegated the right to revoke licenses must bear the cost of the service of the hearing officer.

X-200      REVOCATION PROCEDURE      X-200

The Government Code establishes the following procedure for the revocation of licenses:

Accusation:

The licensee shall be served an "Accusation" by registered mail, consisting of a written statement of charges which shall set forth the acts or omissions with which the respondent is charged and the specific statute and/or rules alleged to have been violated.

Notice of Defense:

The "Accusation" shall be accompanied by a statement that the licensee may request a hearing by filing a "Notice of Defense" within fifteen days after service of the "Accusation". Unless a request for a hearing is delivered or mailed within fifteen days

(Section Continued on Next Page)



X-200

(Continued)

X-200

the SDSW may proceed without a hearing. The "Notice of Defense" shall be a form provided by the SDSW which, when signed by or on behalf of the licensee, will acknowledge service of the "Accusation". In the "Notice of Defense" the respondent may: request a hearing, object to or admit the accusation, or present new matter by way of defense.

Notice of Hearing:

Upon receipt of the "Notice of Defense" the SDSW shall determine the time and place of the hearing, and shall deliver a "Notice of Hearing" to all parties at least ten days prior to the hearing. The "Notice of Hearing" shall include the following minimum information:

"You are hereby notified that a hearing will be held before the State Social Welfare Board on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at the hour of \_\_\_\_\_, at \_\_\_\_\_ (here insert place of hearing) upon the charges made in the accusation served upon you. You may be present at the hearing, may be but need not be represented by counsel, may present any relevant evidence, and will be given a full opportunity to cross-examine all witnesses testifying against you. You are entitled to the issuance of subpoenas to compel the attendance of witnesses and the production of books, documents or other things by applying to the Director of Social Welfare, 616 K Street, Sacramento, California."

Amended Accusation:

Any time before the matter is submitted for decision, the SDSW may file an "Amended Accusation". All parties shall be notified thereof. If new charges are presented, the licensee shall be given opportunity to prepare his defense, but he shall not be entitled to file a further pleading unless the SDSW in its discretion so allows.

Hearings:

Hearings are normally held in Los Angeles, San Francisco or Sacramento, depending on the licensee's county of residence. All hearings under this Chapter are held in public. At the time of the hearing a hearing officer who must be an officer filling requirements of the State Personnel Board shall temporarily preside over the State Social Welfare Board for the purpose of conducting the hearing, of ruling on the admissibility of evidence, and of advising the Board on questions of law.

Decision:

The hearing officer shall have no vote in arriving at the Board's decision. The decision shall become effective thirty days after service thereof on the licensee, unless the hearing body determines a different effective date.

(Section Continued on Next Page)

X-200 (Continued)

X-200

Hearing Officers:

The State Department of Professional and Vocational Standards has the responsibility of supplying hearing officers, but any agency requiring a full-time hearing officer may appoint a qualified agency hearing officer. (Government Code 11500-11528)

X-250 PREPARATION OF CASE FOR REVOCATION

X-250

Investigation:

Upon determination by the accredited licensing or inspection agency that cause exists for the revocation of a license the SDSW shall be so notified. The SDSW will review the case record, discuss the case with the accredited agency, interview the licensee, and make or have made by the local agency such collateral investigations as appear necessary. Specific facts and dates must be secured, and affidavits may be obtained.

Report:

A report will be made by the SDSW concerning the history of licensing action, the cause that exists for revocation, the acts and omissions with which the licensee is charged, the factual record of attempts made to bring the situation into conformity, and the provisions of the law or standards with which the licensee fails to comply.

X-300 APPEAL FROM DENIAL OR MODIFICATION OF LICENSE

X-300

An applicant or licensee may appeal to the State Department of Social Welfare from the denial or modification of a license, original or renewal. (W&IC 1624, 2304)

X-350 APPEAL PROCEDURE

X-350

The hearing procedure in the case of appeal from denial or modification of license is the same as that outlined in Sec. X-200, Revocation Procedure, except that an "Accusation" and "Notice of Defense" are not required. After notice in writing by the licensee or applicant that a formal hearing is desired, petitioner is sent a statement of "Issues to be Determined" and a "Notice of Hearing" at least ten days before the hearing. The "Notice of Hearing" is similar to that outlined under Sec. X-200, Revocation Procedure. (Government Code 11504)

X-400 INVESTIGATION OF COMPLAINT OR APPEAL BY SDSW

X-400

The SDSW will promptly investigate complaints and appeals received from applicants or licensees protesting the denial or modification of a license. Such investigation will consist of a discussion with the accredited agency and other agencies concerned, a review of the case record, and an interview with

(Section Continued on Next Page)



X-400 (Continued)

X-400

the complainant or appellant. If, after review of the situation, no adjustment or satisfactory disposition of the case is possible and the applicant or licensee desires a hearing before the State Social Welfare Board, the SDSW will prepare the case for hearing of the appeal.

X-450 PREPARATION OF CASE FOR HEARING OF APPEAL

X-450

The SDSW will make an investigation and prepare a report covering the following points:

1. Appellant's contention
2. History of licensing action
3. Present situation in the home
4. Investigation undertaken
5. Summary of material from case record
6. Reasons for denial or modification of license
7. Citation of laws or standards violated

Issues to be Determined:

The SDSW will send to the appellant a statement of "Issues to be Determined" and a "Notice of Hearing". Further proceedings will be in accordance with Sec. X-350, Appeal Procedure.

X-500 APPEALS FROM DENIAL OF CERTIFICATE OF AUTHORITY

X-500

An aged boarding home which has applied to the SDSW for a Certificate of Authority to enter into life care contracts may appeal to the Social Welfare Board from the denial of such a certificate. Appeal procedure will be as prescribed in Sec. X-350, Appeal Procedure. (W&IC 2355)

X-550 REVOCATION OF CERTIFICATE OF AUTHORITY

X-550

When the SDSW determines that cause exists for the revocation of a Certificate of Authority the proceedings will be in accordance with Sec. X-200, Revocation Procedure. (W&IC 2356)

X-900 FORMS

X-900

Standard forms, such as the "Accusation", "Statement of Issues to be Determined", "Notice of Defense" and "Notice of Hearing" are prescribed by the State Department of Professional and Vocational Standards.

## CHAPTER XI

## USE OF BOARDING HOMES

XI-50      FOREWORD

XI-50

This chapter presents certain principles in child care which experience has proved to be sound. It is presented as a guide to agencies which provide services beyond the specific requirements of the licensing provisions of the Welfare and Institutions Code.

Referral service, counseling, placement and supervision are related to the licensing program and have an effect on it. The use and manner of use to which boarding homes are put often determines whether the time and money invested in recruiting and licensing a home is productive in terms of subsequent service rendered. Foster parents who might serve children well, give up their licenses when faced with problems in child care or relationships with own parents which appear insurmountable in the absence of assistance. The resultant turn-over and loss in licensed homes, the frequent replacements of children, and resultant damage to the children placed, might be prevented or at least minimized if care is exercised in the use of boarding homes.

XI-75      CENTRAL REGISTRY (BHA and BHC)

XI-75

The maintenance of a central registry of all licensed homes within the agency's jurisdiction is desirable in order that there may be one central source of information to the public. See Chapter VII, Clerical Procedures, regarding files which may be used or adapted for this purpose.

Such a registry should provide information as to the name, address, telephone number, the provisions of the license with respect to number, age and sex; also desirable is information with respect to religion, race and nationality. The value of such a registry is increased when current information as to population of each home and existing vacancies is also available. See Sec. VII-500, Record of Population, as to the mechanics of maintaining such a file.

XI-100      REFERRAL SERVICE

XI-100

The term "Referral Service" as used here means supplying the name of one or more licensed homes to the inquiring person or agency which then makes an independent selection of a home; in the case of a child the responsibility for the child's subsequent care in the home is assumed by the parent or placement agency, and the licensing agency has only its customary responsibility as toward any licensed foster home. A referral service may be a clerical, non-professional procedure, carried on by telephone or office inquiry by a clerk, or it may be a professional function of the agency whereby the parent (in BHC) is interviewed in person or by telephone by the social worker as to the needs of the children to be placed, and when possible, some selectivity is exercised by the worker in the matter of referring only homes which best fit the stated needs of the parent and the child. Information may be given to the parent also regarding the requirements of foster homes for pre-placement physical examinations, prevailing rates for board and care, etc. However, the parent makes his selection of a home independently, and only a minor service is given by the agency.



XI-200 COUNSELING (BHC)

XI-200

"Counseling" is the term applied to case work services to parents considering placement of their children for day care or 24-hour care. Frequency of replacement, and consequent difficulties for the child in adjustment, are reasons which have pointed up the need for such services. Experience in day care for children of working mothers during the war demonstrated that the best day care service for parents and children made use of certain knowledge developed out of experience which a parent herself normally does not have. The worker in counseling anticipates some of the effects on the child of separation and some of the mother's own reactions to care of her child by another person. The position of the foster mother in a supplementary role is also sustained by the case worker. The need for planned conference with the mother as the child continues to receive care helps to solve problems as they arise before they become crises.

A counseling service therefore assists parents to think through the effect which employment of the mother will have upon the stability of the home and the development of the child, assists the parents in planning for the care and supervision of the child, and continues to provide help as needed after the parents have made their decision.

XI-300 PLACEMENT (BHC)

XI-300

"Placement" is a case work process whereby the agency determines whether placement is necessary or desirable, and the agency prepares the child and the family for placement, selects the home in which the child is placed, and thereafter continues to give service to the child and the child's family.

XI-400 SELECTION OF HOME (BHC)

XI-400

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that it is a good home and that it can serve the specific needs of the child to be placed.

It has been the experience of medical, health, and child welfare authorities that individual care is especially important to children under two years of age. These individual needs may be met through day care, 24-hour care, or parent-child care. See Sec. IV-630, Infant Care in Boarding Homes.

There are some older children who need the opportunities for participation in group activities which are offered in institutional or other group care, such as the day nursery.

In placement it is desirable that children be placed in a home of the same religious background as the child. Where this is not possible, foster parents should provide children with the religious training which the parent or person responsible for placement desires.

XI-500 WORK WITH PARENTS BEFORE PLACEMENT (BHC)

XI-500

Except where placement is made on an authoritative basis, as for example by the Juvenile Court, experience has indicated that the participation of the parent in the placement process is essential, or the placement fails. Opportunity needs to be given the parents to experience and to choose placement, otherwise a placement rushed through without acceptance by the parents is apt to end in failure. A discussion with the parents regarding the necessary procedures and requirements, such as pre-placement physical examinations, rules regarding visiting, permit for medical care, determination of amount of financial support, and the selection of a foster home to fit the child's needs, etc., will assist parents in experiencing some of the things about placement before placement actually occurs.

XI-600 PREPARATION OF CHILD FOR PLACEMENT (BHC)

XI-600

Similarly the preparation of the child for placement in a foster home is necessary since a child may otherwise defeat the purposes of placement, and all children do not want or cannot take substitute parents, even though bereft of their own home.

XI-700 SUGGESTED OUTLINE FOR STUDY OF CHILD (BHC)

XI-700

The following, which should be recorded in a child's placement record, contains some of the essential considerations preceding placement, and subsequent follow-up:

1. Family history, antecedents and early life of parents, attitudes regarding present problem.
2. Financial circumstances, standard of living.
3. Neighborhood and community relationships,
4. Personal history of child:  
Health and school records;  
Psychometric and Psychiatric information.
5. Names, addresses, circumstances and attitudes of relatives.
6. Necessary verifications.
7. Reasons for consideration of placement outside home.
8. Considerations leading to decision to place outside of own home.
9. Considerations leading to decision to use foster home care or other type of care.
10. Basis for selection of particular foster home (or institution).
11. Preparation of child and family and foster family for placement.

(Section Continued on Next Page)



XI-700 (Continued)

XI-700

12. Subsequent agency supervision of child's health, recreation, educational program, emotional and social adjustment in foster family and community, through work with foster parents (or institution) and own parents.
13. Plan for rehabilitation of child's own home, preparation of child and family for child's return.

XI-800 SUPERVISION OF HOMES

XI-800

A major part of the function of supervision of foster homes is the continued education of foster parents as to the needs of children and sound principles of child care. This includes assistance in handling behavior difficulties wisely, and increasing foster parents' insight into physical, intellectual, and emotional needs of children. These processes are aided by stimulation of parent study groups; by foster parents' institutes at which time outside speakers such as teachers, psychologists, physicians, etc., discuss common problems and the foster parents participate in discussions; by the dissemination of books, pamphlets, and other literature. These activities are, however, secondary to the periodic visits of the worker at which time current problems are discussed and questions are answered.

Foster parents should consult with the licensing agency for information concerning placement of children, and operators of aged homes should likewise look to the licensing agency for assistance.

The licensing agency can do much to assure adequate service to children and aged, and to protect the licensed boarding home by making available to the foster mother or operator advice and assistance in dealing with the problems and questions which arise in connection with the acceptance of private placements, and placements from agencies. The licensing agency's investment in time and energy in recruiting and licensing homes will be protected if the agency assists foster parents and operators who otherwise might relinquish their licenses because of difficulties and problems encountered.

XI-900 MULTIPLE USE OF BOARDING HOMES (BHC)

XI-900

A common problem is the use of the same foster home by more than one agency, thereby subjecting the foster parents to supervision from more than one source, and introducing other factors in the lives of the children placed by each agency using the home. By earmarking certain homes for the exclusive use of a particular agency, and by agreements with the foster homes to accept placements only from certain agencies, these difficulties can be largely avoided.

## CHAPTER XII

## RECRUITMENT

XII-50 FOREWORD

XII-50

The material in this chapter is informative and intended as a guide for those agencies interested in recruiting boarding homes. Recruitment is a matter which concerns practically every agency at some time, since the supply of homes is usually insufficient to fill the need.

Some agencies have had considerable experience with recruitment; others, with less experience, have been interested in learning of the methods which other agencies have found effective. This chapter, therefore, presents some of the methods which have been found to work, and some of the principles which underlie an effective program of informing a community of the needs of the program.

The SDSW does not furnish agencies with publicity material since it is believed such material must be based on local needs and geared to the particular agency and community in which it is to be used.

XII-100 METHODS OF RECRUITMENT

XII-100

The following methods, used singly or together, have been successfully employed by various agencies:

1. Recruitment of prospective foster parents through the successful licensed foster mother.
2. Radio presentation.
3. Announcements in churches, church bulletins, church organizations.
4. Presentation to clubs and various organizations.
5. Posters in public places, e.g. libraries, markets, well-baby clinics, schools, etc.
6. Newspaper publicity - the news story.
7. Want advertisements in classified advertising section.

These devices have been used both on a continuous basis or on a "campaign" basis.



XII-200 RECRUITMENT CAMPAIGN

XII-200

When a campaign is to be launched in a community where several agencies exist which need and use foster homes, the campaign should, if possible, be a jointly sponsored matter in order that there not be competition for homes, but rather a joint approach to a common need. Furthermore, a determination should be made before the campaign starts as to what types of foster homes are desired, the number of such homes, and the portion of the population to whom the appeal shall be addressed; e.g., if rural homes were desired for teen-age boys, a different approach would be used than for an appeal for day care homes for pre-school children living in a certain locality. Other examples might be the need for homes for children of certain national descent, etc.

Organization of staff is necessary in order that inquiries, stimulated by the campaign, are promptly answered, prospective applicants are promptly interviewed, and new applications filed are quickly processed.

XII-300 PUBLICITY AND RELATIONSHIP WITH EDITORS OF NEWSPAPERS

XII-300

Certain principles are basic to a successful relationship of an agency with the press in the community. The cooperation of a newspaper in a publicity campaign is not built in a day, nor is it furthered when the head of an agency calls the city editor on the telephone to tell him that he would like an article or an editorial in the next day's paper because the agency is launching a campaign on that day. The interest of the editor, and his willingness to use valuable space is initiated and sustained only by a prior relationship through which the newspaper editor has had the chance to know of the programs and objectives of the agency from time to time, and has been kept informed of other items of news interest. An inter-professional courtesy must, therefore, govern this relationship.

XII-400 TYPES OF PUBLICITY

XII-400

Those experienced in the use of publicity in the boarding home program have pointed out that little publicity has been accorded the dignity and distinction of being a foster parent; that instead, a sentimental appeal about children has most often been used. The latter type of publicity may appeal most to the emotionally immature individual who would not make a good foster parent and whose application for a license would be difficult to discourage. The importance and satisfaction of serving as foster parents might, therefore, be successfully used as the keynote for a recruitment campaign.

XII-500 HOW PUBLICITY IS WRITTEN

XII-500

Periodicals and pamphlets have been written on the technical subject of publicity and how news copy should be written. Some communities have asked help of the large metropolitan newspapers in conducting Public Relations Workshops in which conferences have been held on the technical aspects of news writing. (See Bibliography, Appendix XI, re Publicity.)

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APPENDIX

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I INSTITUTIONS AND BOARDING HOME FOR AGED PERSONS --  
W&IC, SECS. 2300-2311

I

LAWS RELATING TO THE DEPARTMENT OF  
SOCIAL WELFARE

(Extract from Welfare and Institutions Code)

DIVISION III. AGED PERSONS

Chapter 2. Institutions and Boarding Homes for  
Aged Persons

2300. No person, association or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person.

2301. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

2302. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made either by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State at the rate of three dollars (\$3) per month per licensee. Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State.

2303. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

(Section Continued on Next Page)

## I (Continued)

## I

2304. Application for renewal of a permit or license shall be filed 10 days prior to its expiration. If such application is not so filed, such license or permit is automatically canceled. Where a hearing is held under this section the proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. (Amended Stats. 1945, Chap. 876.)

2305. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. (Amended Stats. 1945, Chap. 876.)

2306. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 2300, nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service.

2307. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for:

- (a) Name.
- (b) Last previous address.
- (c) Age.
- (d) Nearest of kin.
- (e) Mother's maiden name.
- (f) The person responsible for his care and maintenance.
- (g) Such other data as the State Department of Social Welfare requires.

2308. Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

2309. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place, or performance of any service specified in Section 2300 of this code, without first having secured a license or permit therefor, in writing, or refuses to permit or interferes with the inspection authorized in Section 2301 of this code, is guilty of a misdemeanor.

2310. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

(Section Continued on Next Page)



## I (Continued)

I

2311. The provisions of this chapter shall not prevent local authorities of any city or city and county, within the reasonable exercise of the police power from adopting rules and regulations, by ordinance or resolution, prescribing standards of sanitation, health and hygiene for institutions, boarding homes and other places for the reception or care of aged persons, not in conflict with the provisions of this chapter, and requiring a local health permit to maintain or conduct any such boarding home or institution within such city or city and county.

(Amended Stats. 1945, Chap. 131.)

## II SUPERVISION OF LIFE CARE CONTRACTS - W&amp;IC, SECS. 2350-2360

II

LAWS RELATING TO DEPARTMENT OF  
SOCIAL WELFARE

(Extracts from Welfare and Institutions Code)

## DIVISION III, AGED PERSONS

## Chapter 3. Supervision of Life Care Contracts

2350. Any organization or person maintaining a home for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this division.

(Amended by Stats. 1943.)

2350.5. Before issuing the certificate of authority, the State Department of Social Welfare may, if it deems it necessary to safeguard the interests of the aged in the State, require any applicant for a certificate to file with the department a bond executed by an admitted surety insurer, in an amount satisfactory to the department, conditioned that the principal will faithfully perform all obligations undertaken by him pursuant to the certificate of authority, to and for the use and benefit of all persons who may be injured or aggrieved by the failure of the principal to perform any such obligation, and any person so injured or aggrieved may bring suit on such bond, in his own name, without an assignment thereof.

This section shall not apply to any charitable, religious, benevolent, fraternal, educational, or other nonprofit organization or society maintaining a home for the aged.

(Added by Stats. 1943.)

2351. Upon granting the certificate of authority to receive transfers of property, the State Department of Social Welfare shall require the organization or person to establish and maintain reserves in an amount not less than the amount necessary as reserves for the agreements of the organization or person in accordance with the standard of valuation based upon McGlinstock's table of mortality among annuitants, with interest assumption at  $2\frac{1}{2}$  per cent per annum. Failure to maintain reserves as provided in this section shall be deemed a breach of any agreement to furnish life care or care for a period of more than one year as provided in Section 2350.

The reserves shall consist only of the following:

(a) Cash, which shall include:

(1) Cash on hand;

(Section Continued on Next Page)



## II (Continued)

II

- (2) Deposits in demand and term savings accounts with banks which are members of the Federal Deposit Insurance Corporation, to the extent that such deposits are insured by such corporation;
  - (3) Investments in certificates issued by building and loan associations which are members of the Federal Savings and Loan Insurance Corporation, to the extent that such certificates are insured by such corporation.
- (b) Securities of which 75 per cent shall be such as are permitted for the investment of funds of savings banks of California. Of the remaining 25 per cent of securities, 10 per cent may consist of preferred stocks and 15 per cent may consist of common stocks. Said stocks shall be limited to corporations which have an uninterrupted dividend record of at least 10 years and must be of a high investment grade. The stocks shall be subject to the approval of the Department of Insurance and upon the request of the Department of Insurance any stocks to which it objects shall be eliminated from the required reserve.
- (c) Real estate, or equities therein, owned by the organization or person, to the extent of 60 per cent of the net value thereof, as appraised by two appraisers approved by the State Department of Social Welfare.
- (d) Furniture and equipment as needed for the operation of the institution to the extent of 50 per cent of the net value thereof as appraised by two appraisers approved by the State Department of Social Welfare,  
(Amended by Stats, 1943.)

2352. The State Department of Social Welfare may require the filing with the department of a copy of any agreement entered into between the certificate holder and the transferor, by every organization holding a certificate of authority to receive transfers under this chapter.

2353. The agreement must show:

- (a) The value of the property transferred;
- (b) The amount of care agreed to be furnished to the transferor or his nominee;
- (c) The manner in which the care is to be furnished.  
(Amended by Stats. 1943.)

2353.1. If the agreement permits dismissal or discharge of the aged person from the home prior to the expiration of the agreement, with or without cause, an amount equal to the difference between the amount paid in and the amount used for the care of the aged person during the time he remains in the institution, based upon the per capita cost to the institution, shall be refunded to the

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## II (Continued)

II

transferor; however, in cases where a consideration greater than the minimum charge has been paid for accommodations above standard, a sum equal to the difference between the amount paid in and the ratio of the amount paid to the minimum consideration for standard accommodations times the current per capita cost to the institution applied to the period the aged person remained in the institution shall be refunded to the transferor. If the per capita cost to the institution during the period can not be established otherwise, the cost during the period shall be deemed to be the cost at the time of the dismissal or discharge.

(Added by Stats. 1943.)

2353.2. Whenever action is brought by or on behalf of an aged person against any organization or person maintaining a home for the aged for breach of an agreement to furnish life care or care for more than one year to the aged person, the plaintiff may, at the time of issuing the summons, or at any time afterward, have the property of the defendant, in an amount not to exceed the amount paid in or the value of the property transferred to the defendant at the time of the transfer, attached as security for the satisfaction of any judgment that may be recovered, unless the defendant gives security to pay such judgment, as provided in Chapter 4 of Title 7 of Part 2 of the Code of Civil Procedure.

(Added by Stats. 1943.)

2354. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or organization specified in Section 2350 in order that the rights of aged persons may be protected. The department may, by any member or any duly authorized representative, inspect and examine any such institution, home, or place, books and records of the performance of any service required pursuant to the agreement.

2354.1. In lieu of making a detailed financial investigation, the State Department of Social Welfare may accept an annual audit of the organization or person made by a certified public accountant.

(Added by Stats. 1943.)

2355. A certificate of authority issued by the State Department of Social Welfare shall expire 12 months from its date of issuance, and application for renewal of same shall be filed 10 days prior to its expiration. Where a hearing is held under this section the proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein.

(Amended by Stats. 1945, Chap. 876.)

2356. Certificates of authority may be revoked for cause after a hearing before the State Social Welfare Board. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the board shall have all the powers granted therein.

(Amended by Stats. 1945, Chap. 876.)

(Section Continued on Next Page)



## II (Continued)

II

2357. For the failure of any organization or person to establish and maintain reserves as provided in this chapter, the State Department of Social Welfare shall, after due notice, revoke its certificate of authority. The department may request the Department of Insurance to aid in the determination as to whether or not sufficient reserves are established and maintained.

(Amended by Stats. 1943.)

2358. No certificate of authority shall be transferred. Neither the terms of the agreement, nor the place of performance specified in any agreement, shall be changed without the written consent of the State Department of Social Welfare.

2359. Any person, association, or corporation that maintains, enters into, or, as manager or officer or in any other administrative capacity, assists in maintaining or entering into any agreement providing for transfer of property, conditioned upon an agreement to furnish life care to the transferor or his nominee, without first having secured a certificate of authority therefor in writing, or refuses to permit or interferes with the inspection authorized in this chapter, is guilty of a misdemeanor.

2360. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

III NURSING AND CONVALESCENT HOMES-HEALTH AND SAFETY CODE,  
SECS. 1400-1418

III

(Excerpts from Health and Safety Code)  
DIVISION II

## Chapter 2. Hospitals

1400. No person, political subdivision of the State, or other governmental agency within the State, shall establish, conduct or maintain in this State any hospital without first obtaining a license therefor as provided in this chapter.

1401. As used in this chapter, "hospital" means any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care, and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. "Hospital" includes sanatorium, rest home, nursing home, maternity home, and lying-in asylum.

1402. Any person, political subdivision of the State or governmental agency desiring a license under the provisions of this chapter shall file with the State department a verified application on a form prescribed, prepared and furnished by the department containing:

- (a) The name of the applicant, and if an individual, whether the applicant has attained the age of 21 years.
- (b) The type of institution to be operated.
- (c) The location thereof.
- (d) The name of the person in charge thereof.
- (e) Such other information as may be required by the State department for the proper administration and enforcement of this chapter.
- (f) Evidence satisfactory to the State department that the applicant is of reputable and responsible character. If applicant is firm, association, organization, partnership, business trust, corporation, or company, like evidence shall be submitted as to the members thereof, and the person in charge of the institution for which application for license is made. If the applicant is a political subdivision of the State or other governmental agency, like evidence shall be submitted as to the person in charge of the institution for which application for license is made.
- (g) Evidence satisfactory to the State department of the ability of the applicant to comply with the provisions of this chapter and of rules and regulations promulgated under this chapter by the State department.

1403. Each application for a license under this chapter shall be accompanied by a fee determined by the number of beds, exclusive of bassinets, maintained for the use of patients, according to the following schedule of fees:

(Section Continued on Next Page)



## III (Continued)

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- (a) Less than 50 beds---\$20;
- (b) Fifty beds or more and less than 100 beds---\$30;
- (c) One hundred beds or more and less than 200 beds---\$40;
- (d) Two hundred beds or more---\$50.

1404. Each license issued under this chapter shall expire at midnight on the thirty-first day of December of each calendar year and shall be renewed automatically upon the payment of the fee provided for in Section 1403, unless the department finds, after hearing, that the hospital has not complied with the provisions of this chapter or the rules and regulations of the department, and returns the fee to the applicant.

1405. No person, political subdivision of the State, or other governmental agency within the State, shall continue to operate, conduct or maintain an existing hospital after January 1, 1946, without having applied for and obtained a license as provided in this chapter.

1406. Upon the filing of the application for license provided for and full compliance with the provisions of this chapter and the rules and regulations promulgated under this chapter by the State department, the department shall issue to the applicant the license applied for.

1407. Every hospital for which a license has been issued shall be periodically inspected by a duly authorized representative of the State department. Reports of each such inspection shall be prepared by the representative conducting it upon forms prepared and furnished by the department filed with the department.

1408. An advisory board shall be appointed to assist, advise and make recommendations to the director and the State department in the establishment of rules and regulations necessary to insure the proper administration and enforcement of the provisions of this chapter and for those purposes to serve as consultants to the director.

The board shall consist of five members, four of whom shall be superintendents or administrators of hospitals with at least five years of experience as such in hospitals having an interne or resident training program, appointed by the Governor to hold office for four-year terms and until the appointment and qualification of their successors, except that the terms of the members first appointed shall expire as follows: Two shall expire on October 15, 1947; two shall expire on October 15, 1948; and one shall expire on October 15, 1949. At the time of making the appointments the Governor shall designate the term for which each member of the board is appointed.

1409. Members of the advisory board shall serve without compensation but shall receive their actual and necessary expenses incurred in the performance of the duties of their office.

1410. The members of the advisory board shall annually elect one of its members to serve as chairman. The advisory board shall meet with the director at least twice each year and at such other times during the year as may be determined from time to time by the director.

(Section Continued on Next Page)

## III (Continued)

III

1411. The State department, after consultation with the advisory board and receipt of the recommendations of the advisory board in respect thereto, shall make and promulgate, and may thereafter modify, amend, or rescind, reasonable rules and regulations to carry out the purposes of this chapter, classifying hospitals and prescribing minimum standards of safety and sanitation in the physical plant, of diagnostic, therapeutic and laboratory facilities and equipment for each class of hospitals.

1412. The State department may suspend or revoke any license issued under the provisions of this chapter upon any of the following grounds and in the manner hereinafter provided:

- (a) Violation by the licensee of any of the provisions of this chapter or of any other law of this State or of the rules and regulations promulgated under this chapter.
- (b) Aiding, abetting or permitting the commission of any illegal act.
- (c) Conduct inimical to the public health, morals, welfare and safety of the people of the State of California in the maintenance and operation of the premises for which a license is issued.

1413. Upon the filing of a verified complaint with the State department specifically alleging a violation of this chapter or of the rules and regulations promulgated by the department under this chapter by a licensee, a citation, together with a copy of the complaint, shall be personally served upon the licensee not less than 30 days prior to a hearing which shall be held by the State department upon the charges contained in the complaint. The citation shall inform the licensee accused of the date, time and place of the hearing and that he is entitled to be represented by counsel at all stages of the proceedings to be had upon the complaint. Written answer may but need not be filed by the licensee with the department; if an answer is filed, it shall be verified by the licensee and filed with said department not less than 10 days immediately preceding the date of the hearing.

1413.5. If Chapter 5, relating to administrative procedure, is added to Part 1 of Division 3 of Title 2 of the Government Code at the Fifty-sixth Regular Session of the Legislature, proceedings for the suspension or revocation of licenses under this chapter shall be conducted in accordance with the provisions of said Chapter 5, and the department shall have all the powers granted therein. In case of conflict between the provisions of this chapter and the provisions of said Chapter 5, the latter provisions shall prevail.

1414. Any licensee whose license has been revoked may thereafter apply for a new license, and his application shall be considered and acted upon by the State department as an original application for license.

1415. The provisions of this chapter do not apply to any of the following institutions:

(Section Continued on Next Page)



## III (Continued)

III

- (a) Any hospital conducted, maintained or operated by the United States Government or a duly authorized agency thereof.
- (b) Any hospital conducted, maintained or operated by this State, or any county or city, or any State department, authority, bureau, commission, or officer, nor to any hospital conducted, maintained or operated by The Regents of the University of California, the autonomous character of the said The Regents of the University having been established by the provisions of Article IX, Section 9, of the Constitution of the State.
- (c) Any hospital conducted by or for the adherents of any well recognized church or religious denomination for the purpose of providing facilities for the care or treatment of the sick who depend upon prayer or spiritual means for healing in the practice of the religion of such church or denomination.
- (d) Hotels or other similar places that furnish only board and room, or either, to their guests.
- (e) Establishments, institutions, homes, and other places for the reception and care of the insane, alleged insane, mentally ill, mentally deficient, or other incompetent persons referred to in Division 6 of the Welfare and Institutions Code, subject to the jurisdiction of the State Department of Institutions.

1416. Information and records concerning licensee or applicant received by the State department under the provisions of this chapter shall not be disclosed except in a proceeding for the revocation, suspension or denial of an application for a license.

1417. Any person who violates any of the provisions of this chapter or of the rules and regulations promulgated under this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed one hundred dollars (\$100) or by imprisonment in the county jail for a period not to exceed 90 days or by both such fine and imprisonment.

1418. The director may bring an action to enjoin the violation or threatened violation of Section 1400 in the superior court in and for the county in which the violation occurred or is about to occur. Any proceeding under the provisions of this section shall conform to the requirements of Chapter 3 of Title 7 of Part 2 of the Code of Civil Procedure, except that the director shall not be required to allege facts necessary to show or tending to show lack of adequate remedy at law or to show or tending to show irreparable damage or loss.

IV INSTITUTIONS FOR CHILD CARE, AND HOME-FINDING AGENCIES  
W&IC SECS. 1620-1631

IV

LAWS RELATING TO THE DEPARTMENT OF SOCIAL WELFARE

(Extract from Welfare and Institutions Code)

DIVISION II. CHILDREN

PART 3. INSTITUTIONS FOR CHILD CARE, AND HOME-FINDING AGENCIES

Chapter 1. Licenses and Inspection

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

1622. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State at the rate of three dollars (\$3) per month per license. Claims shall be filed with the department at the time and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State.

(Section Continued on Next Page)



## IV (Continued)

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1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed 10 days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled. Where a hearing is held under this section the proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. (Amended Stats. 1945, Ch. 876.)

1625. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. (Amended Stats. 1945, Ch. 876.)

1626. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

1627. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder:

- (a) Name.
- (b) Last previous address.
- (c) Age.
- (d) Nearest of kin.
- (e) Mother's maiden name.
- (f) Person responsible for his care and maintenance.
- (g) Such other data as the State Department of Social Welfare requires.

1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

1629. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in Section 1620 of this code without first having secured a license or permit therefor in writing, or refuses to permit or interferes with the inspection authorized in Section 1621 of this code, is guilty of a misdemeanor.

1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

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## IV (Continued)

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1631. The provisions of this chapter shall not prevent local authorities of any city or city and county within the reasonable exercise of the police power from adopting rules and regulations, by ordinance or resolution, prescribing standards of sanitation, health and hygiene for institutions, boarding homes, day nurseries or other places for the reception or care of children under 16 years of age, not in conflict with the provisions of this chapter, and requiring a local health permit to maintain or conduct any such institution, boarding home or day nursery within such city or city and county. (Added Stats. 1945, Ch. 132.)



V ENFORCEMENT STATE HOUSING ACT

The enforcement of the State Housing Act having to do with construction, reconstruction, moving, conversion or alteration, rests with the local building inspector who issues building permits in incorporated areas, and with the local health officer as far as maintenance and sanitation.

In unincorporated areas where there is a county building inspector (Los Angeles, Orange, San Diego, San Mateo, Marin, and Solano Counties have county building inspectors), it is his duty to enforce the construction, etc., provisions of the housing law, and it is a duty of the county health department to enforce maintenance and sanitation.

Some cities and counties have adopted the Uniform Building Code which is a code prepared and distributed by the Pacific Coast Building Officials Conference and which governs the structural and engineering aspects of buildings, generally. It has been adopted and is in effect in Los Angeles, Orange, Solano, Marin, and parts of Stanislaus County.

VI DIGEST OF THE CALIFORNIA CHILD LABOR LAWS

VI

## DIGEST OF THE CALIFORNIA CHILD LABOR LAWS

## I. PERMITS

- A. No minor under 18 years of age and over 16 years of age who is required to attend school, and no minor under 16 years of age shall be allowed to work without a PERMIT TO WORK. (Education Code Sec. 16731, 17001, 17081 and 17082; Labor Code Sec. 1299.) This permit must be obtained by the minor. Such permit is accepted as a certificate of age under the Federal Fair Labor Standards Act, and all employers covered by that Act who employ minors between 16 and 18 years of age should require such minors to obtain Permits to Work.
- B. EMPLOYERS must obtain PERMITS TO EMPLOY (Education Code Sec. 16711 and 16731), except for minors working on nonschool days, or for minors attending continuation school. In such cases, employers must keep on file permits to work issued to such minors. (Education Code Sec. 16734 and 17182.)
- C. PERMITS TO WORK AND PERMITS TO EMPLOY ARE ISSUED BY THE SCHOOL AUTHORITIES (Education Code Sec. 16671, 16711, 17061, and 17081).

## Exception:

Permits for theatrical work and for work in motion pictures, radio and television broadcasting, are issued by the State Labor Commissioner. (Labor Code Sec. 1394(c), 1395, 1396, and 1397.)

- D. Permits to work and permits to employ are subject to cancellation by the Labor Commissioner or by the Superintendent of Public Instruction or by the issuing authority. (Labor Code Sec. 1300 and Education Code Sec. 16687.)
- E. Failure to produce permits to work or to employ is prima facie evidence of illegal employment of minors. (Labor Code Sec. 1304.)
- F. Permits to work or to employ must be returned to the issuing authority within five days after a minor's employment terminates. (Labor Code Sec. 1300.)
- G. Permits are not required for children employed in agricultural work on FARMS OWNED OR OPERATED by the PARENTS or GUARDIANS. (Education Code Sec. 16683.)

## II. SCHOOL ATTENDANCE REQUIREMENTS

- A. Minors between the ages of 8 and 16 years must attend full-time school unless exempted for special reasons provided by law. (Education Code Sec. 16601.)

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## VI (Continued)

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- B. Minors under 16 years of age who would be required by law to attend school must resume regular school attendance within 10 days after becoming unemployed. (Education Code Sec. 16651.)
- C. Minors between 16 and 18 years of age who have not been graduated from high school and who are employed regularly must attend continuation classes for at least four hours per week. (Education Code Sec. 17001.) When not regularly employed such minors must attend such classes for at least three hours per day. (Education Code Sec. 17003.)

## III. AGE OF MINORS

No minor under the age of 16 years shall be permitted to work (Labor Code Sec. 1290), except:

- A. Minors over 15 but under 16 years of age may secure permits to work FULL TIME, but
1. Must have completed equivalent of seventh grade,
  2. Must have promise of definite employment, and
  3. Must be physically fit to undertake work contemplated. (Education Code Sec. 16672 and 16675.)
- B. Minors over 14 but under 16 years of age may receive permits to work FULL TIME, but
1. Must hold diploma of graduation from eighth grade,
  2. Must have promise of definite employment,
  3. Must be physically fit to undertake the work contemplated, and
  4. Family must be in extreme financial need because of death, disability, or desertion of father. (Education Code Sec. 16673 and 16675.)
- Note: Minors who receive permits under A and B above must attend part-time continuation classes for at least four hours per week. (Education Code Sec. 16679 and 17001.)
- C. Minors over 14 may receive permits to work OUT-OF-SCHOOL hours during the public school session. (Education Code Sec. 16678)
- D. Minors over 12 but under 16 years of age may receive permits to work SATURDAYS and during regular or occasional specified PUBLIC SCHOOL VACATIONS. (Education Code Sec. 16680, 16681 and 16682.)
- E. Dramatic and other theatrical performances, radio and television:
1. Minors under 18 years must secure consent from the Labor Commissioner for work in the presentation of any drama or legitimate play, including production of motion pictures, or for work in radio or television broadcasting. No minimum age limitation attaches to this provision. (Labor Code Sec. 1395(c).)

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## VI (Continued)

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2. Minors 12 years of age or over may secure consent from the Labor Commissioner for work in any other performance, concert or entertainment. (Labor Code Sec. 1395(b).)
3. Minors 8 years of age or over may secure consent from the Labor Commissioner for work in any performance, concert or entertainment during the public school vacation. (Labor Code Sec. 1395(c).)
4. In all cases, the Labor Commissioner must be satisfied that environment in which work is to be performed is proper for minors, conditions of employment are not detrimental to the minors' health or morals, and the minor's education will not be neglected or hampered.  
(Labor Code Sec. 1396.)

## Exceptions:

Consent of the Labor Commissioner is not required for the appearance of any minor:

1. In any church, school, lodge, community, charity entertainment, or performance arranged for the entertainment of children where no admission fee is charged. (Labor Code Sec. 1394(d).)
2. In any radio or television broadcasting exhibition where the minor receives no compensation and where the engagement is limited to a single performance lasting not more than one hour, and where no admission fee is charged. (Labor Code Sec. 1394(e).)

## IV. HOURS OF EMPLOYMENT

## A. Number of Hours

1. Minors under 18 years of age shall not be permitted to work for more than 8 HOURS IN ONE DAY or more than 48 HOURS IN ONE WEEK (Labor Code Sec. 1391), except:

Minors 16 years old and over may be employed in agricultural, horticultural, viticultural, or domestic labor for more than 8 hours in one day or 48 hours in one week. (Labor Code Sec. 1394(a).)

2. School time--time required to be spent in school must be included in limitation of 8-hour day. (Education Code Sec. 16678 and 17084.)

## B. Spread of Hours

1. Minors under 18 years of age shall not be permitted to work BEFORE FIVE O'CLOCK in the morning or AFTER TEN O'CLOCK in the evening (Labor Code Sec. 1391), except:

- (a) Minors under 18 may not be permitted to work before six A.M. in the following industries and occupations covered by Orders of the

(Section Continued on Next Page)

## VI (Continued)

## VI

Industrial Welfare Commission: after harvest; amusement; laundry, cleaning and dyeing; manufacturing; mercantile; personal services; professional, technical, clerical and similar occupations; public house keeping; transportation; and any other industry or occupation covered by Orders of the Industrial Welfare Commission.

- (b) No boy under 18 years shall be permitted to work as a messenger for any telegraph, telephone or messenger company before six o'clock in the morning or after nine o'clock in the evening. (Labor Code Sec. 1297.)
- (c) If the consent of the Labor Commissioner is first obtained, minors between 8 and 18 years of age may be permitted to work on the stage (as actor or performer) or in radio or television broadcasting after ten o'clock P.M. but not later than twelve o'clock P.M. if the performance begins prior to ten o'clock P.M. (Labor Code Sec. 1394(c).)

## V. OCCUPATIONAL RESTRICTIONS

## A. Messengers

1. No girl under 18 years or boy under 16 years shall be permitted to work as a messenger for any telegraph, telephone or messenger company in the distribution or delivery of goods or messages in cities having a population of more than 15,000. (Labor Code Sec. 1297.)

Note: Minors are not prohibited by this statute from working as messengers for employers other than messenger companies, and telegraph and telephone companies. Attorney General's Opinion No. NS4500, August 14, 1942.)

2. Persons, or companies, engaged in the delivery of packages, letters, notes, messages or other matter, and every manager, superintendent or other agent thereof, who sends any MINOR IN THE EMPLOY of such company or person to the keeper of any house of prostitution, variety theater or other place of questionable repute, or to any person connected with, or to any inmate of such house, theater or other place, or who permits such minor to enter such house, theater or other place, is guilty of a misdemeanor. (Penal Code Sec. 273(e).)

## B. Sending Minor to Immoral Places

Any EMPLOYER who shall send, direct or cause to be sent or directed to any saloon, gambling house, house of prostitution or other immoral place any minor under the age of 18 is guilty of a misdemeanor. (Penal Code Sec. 273(f).)

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## CHILD LABOR LAWS

The chart below presents pertinent points of the State and Federal laws governing the employment of minors in California,

The statements preceded by the sign (\*) summarize selected provisions of the California laws as contained in the Labor Code, the Education Code, and Orders of the California Industrial Welfare Commission.

The statements preceded by the sign (#) summarize selected child labor provisions of the United States Fair Labor Standards Act and apply only to producers, manufacturers or dealers who ship or deliver goods for shipment in interstate or foreign commerce.

WORK PERMITS	FOR ALL MINORS UNDER AGE 18	MINORS--AGES 16 AND 17	MINORS--AGES 14 AND 15	MINORS--AGES 12 AND 13
	REQUIRED			
PERMITS TO EMPLOY			*REQUIRED ON DAYS SCHOOLS ARE IN SESSION.	
SCHOOL ATTENDANCE	*REQUIRED UNLESS A HIGH SCHOOL GRADUATE.	*IF REGULARLY EM- PLOYED AND NOT A HIGH SCHOOL GRADUATE, MUST ATTEND CONTINUA- TION SCHOOL AT LEAST 4 HOURS A WEEK.  *WHEN NOT REGULARLY EMPLOYED AND NOT A HIGH SCHOOL GRADUATE, MUST ATTEND CONTINUA- TION SCHOOL AT LEAST 3 HOURS PER DAY.	*MUST ATTEND FULL TIME SCHOOL  FOR FEW EXCEPTIONS FOR MINORS 14 AND 15 YEARS OF AGE, SEE EDUCATION CODE.	
HOURS OF WORK	*DAILY MAXIMUM, 8 HOURS INCLUDING TIME SPENT IN SCHOOL.  *WEEKLY MAXIMUM, 48 HOURS.	*EXCEPTION: NO LIMITA- TION IN AGRICULTURAL, HORTICULTURAL, VITICUL- TURAL, OR DOMESTIC LABOR.	*MAY BE EMPLOYED AFTER SCHOOL AND ON NON- SCHOOL DAYS.  *WHEN SCHOOL IS IN SES- SION, DAILY MAXIMUM, 3 HOURS; WEEKLY MAXIMUM, 18 HOURS.  *WHEN SCHOOL IS NOT IN SESSION, DAILY MAXIMUM, 8 HOURS; WEEKLY MAXIMUM, 40 HOURS.	*MAY NOT BE EMPLOYED ON DAYS SCHOOL IS IN SES- SION.  *MAY NOT BE EMPLOYED BY FIRMS COVERED BY FAIR LABOR STANDARDS ACT.

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## CHILD LABOR LAWS

SPREAD OF HOURS	<p>*WORK MUST BE PERFORMED BETWEEN 6 A.M. AND 10 P.M.</p> <p>*EXCEPTION: PUBLIC MESSENGER SERVICE MUST BE PERFORMED BETWEEN 6 A.M. AND 9 P.M.</p>		<p>*WORK MUST BE PERFORMED BETWEEN 7 A.M. AND 7 P.M.</p>	
OCCUPATIONS	<p>PROHIBITED:</p> <p>*FOR GIRLS, PUBLIC MESSENGER SERVICE AND STREET OCCUPATIONS.</p> <p>*ALL MINORS, SELLING OR SERVING ALCOHOLIC BEVERAGES (SECTION 46 OF THE ALCOHOLIC BEVERAGE CONTROL ACT, APPLYING TO ALL MINORS UNDER 21 YEARS OF AGE).</p> <p>*MAY NOT BE EMPLOYED:</p> <p>IN EXPLOSIVE PLANTS, AS MOTOR VEHICLE DRIVERS AND HELPERS, IN COAL MINES, IN LOGGING AND SAWMILLING, IN THE OPERATION OF WOODWORKING MACHINE AND CERTAIN TYPES OF OFFBEARING, IN OCCUPATIONS INVOLVING EXPOSURE TO RADIOACTIVE SUBSTANCES.</p>		<p>MAY NOT BE EMPLOYED:</p> <p>*IN HAZARDOUS OCCUPATIONS.</p> <p>*IN PUBLIC MESSENGER SERVICE.</p> <p>*IN CONSTRUCTION WORK.</p> <p>*IN DELIVERING GOODS FROM MOTOR VEHICLES.</p> <p>*IN OPERATING AUTO OR TRUCK.</p> <p>*IN BOWLING ALLEY, POOL OR BILLIARD ROOM.</p> <p>*IN VICINITY OF MOVING MACHINERY.</p> <p>*FOR MORE DETAILED LIST OF HAZARDOUS OCCUPATIONS PROHIBITED BY STATE LAW, SEE DIGEST.</p> <p>*IN MANUFACTURING, MINING OR PROCESSING, HAND OR MACHINE:</p> <p>(1) EXCEPTION: SEE BELOW UNDER AGRICULTURE.</p>	
WAGES	<p>*MAY NOT BE PAID LESS THAN MINIMUM RATES ESTABLISHED IN ORDERS OF CALIFORNIA INDUSTRIAL WELFARE COMMISSION.</p>	<p>*MAY NOT BE PAID LESS THAN MINIMUM WAGE RATES ESTABLISHED BY FAIR LABOR STANDARDS ACT.</p> <p>*MUST BE PAID OVERTIME FOR HOURS IN EXCESS OF 40 PER WEEK.</p>		
AGRICULTURE		<p>EXCEPTION: NO LIMITATION ON HOURS OF WORK.</p>	<p>*MAY BE EMPLOYED AFTER SCHOOL AND NON-SCHOOL DAYS ONLY.</p> <p>*(1) MAY BE EMPLOYED IN CUTTING OF PEARS, PEACHES AND APRICOTS IN FRUIT-DRYING YARDS.</p>	<p>*MAY WORK ON NON-SCHOOL DAYS ONLY.</p> <p>FEDERAL SUGAR BEET ACT PROHIBITS WORK IN SUGAR BEETS FOR EMPLOYERS WHO OWN LESS THAN 40% OF THEIR CROP.</p>
			<p>*HOURS OF WORK: DAILY MAXIMUM, 8 HOURS, INCLUDING TIME SPENT IN SCHOOL; WEEKLY MAXIMUM, 48 HOURS.</p>	

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## VI (Continued)

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## C. Liquor Establishments

Every person who employe or uses the services of minors in or on that portion of any premises which are used for the sale and service of alcoholic beverages for consumption on the premises shall be guilty of a misdemeanor. (Alcoholic Beverage Control Act, Deerings General Laws, Act 3796, Sec. 56.)

## D. Street Occupations

No girl under 18 years of age shall be permitted to work in or in connection with the street occupations of peddling, bootblackening, the sale or distribution of newspapers, magazines, periodicals or circulars or in any other occupation pursued in any street or public place. This does not apply to cities whose population is less than 23,000. (Labor Code Sec. 1298.)

Note: Under date of November 27, 1939, the Attorney General ruled that in the case of minors over 10 years of age engaged in the sale and distribution of newspapers and magazines as independent contractors, no permits TO EMPLOY are required, but in the case of minors who are employees of newspapers and magazines permits to work and permits to employ must be obtained.

## E. Dangerous Occupations

1. No minor under the age of 16 years shall be employed or permitted to work in any capacity in:
  - (a) Adjusting any belt to any machinery,
  - (b) Sewing or lacing machine belts in any workshop or factory.
  - (c) Oiling, wiping or cleaning machinery, or assisting therein. (Labor Code Sec. 1292.)
2. No minor under the age of 16 years shall be employed or permitted to work in any capacity in operating or assisting in operating any of the following machines:
  - (a) Circular or band saws; wood shapers, wood-jointers; planers; sandpaper or woodpolishing machinery; wood turning or boring machinery.
  - (b) Picker machines or machines used in picking wool, cotton, hair or other material; carding machines; leather-burnishing machines; laundry machines.
  - (c) Printing-presses of all kinds; boring or drill presses; stamping machines used in sheet-metal and tinware, in paper and leather manufacturing or in washer and nut factories; metal or papercutting machines; paper-lace machines.
  - (d) Corner-staying machines in paper-box factories; corrugating rolls, such as are used in corrugated paper, roofing or washboard factories.

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VI (Continued)

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- (e) Dough brakes or cracker machinery of any description.
  - (f) Wire or iron straightening or drawing machinery; rolling-mill machinery; power punches or shears; washing, grinding or mixing machinery; calendar rolls in paper and rubber manufacturing; steam-boilers; in proximity to any hazardous or unguarded belts, machinery or gearing. (Labor Code Sec. 1293.)
3. No minor under the age of 16 years shall be employed or permitted to work, in any capacity:
- (a) Upon any railroad, whether steam, electric or hydraulic.
  - (b) Upon any vessel or boat engaged in navigation or commerce within the jurisdiction of this State.
  - (c) In, about, or in connection with any processes in which dangerous or poisonous acids are used in the manufacture or packing of paints, colors, white or red lead, or in soldering.
  - (d) In occupations causing dust in injurious quantities, in the manufacture or use of dangerous or poisonous dyes, in the manufacture or preparation of compositions with dangerous or poisonous gases, or in the manufacture or use of compositions of lye in which the quantity thereof is injurious to health.
  - (e) In scaffolding, in heavy work in the building trades, in any tunnel or excavation, or in, about, or in connection with any mine, coal breaker, coke oven or quarry.
  - (f) In assorting, manufacturing or packing tobacco.
  - (g) In operating any automobile, motor car or truck.
  - (h) In any bowling-alley, or pool or billiard room.
  - (i) IN ANY OCCUPATION DANGEROUS TO THE LIFE OR LIMB, OR INJURIOUS TO THE HEALTH OR MORALS OF SUCH MINORS. (Labor Code Sec. 1294.)
4. The Division of Labor Law Enforcement may, after hearing, declare other occupations dangerous to the lives or limbs or injurious to the health or morals of minors under 16 years of age. (Labor Code Sec. 1296.)
5. Minors under 16 years of age are excluded from the following:
- (a) All occupations where such children come in close proximity to moving machinery.
  - (b) All building or construction work of any kind.
  - (c) Delivering goods, merchandise, commodities, papers or packages from motor vehicles. (Child Labor Order No. 1, Feb. 8, 1929.)
  - (d) All occupations in the manufacture, transportation and sale of explosives or articles containing explosive components. This includes ammunition, blasting caps, fireworks, high explosives and similar products. (Child Labor Order No. 2, March 1, 1940.)

## VI. RECORDS AND NOTICES

## A. Employers of minors under 18 years, or their agents:

1. Must keep a separate register containing the names, ages and addresses of employed minors.

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## VI (Continued)

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2. Must keep posted in a conspicuous place a notice stating the hours of work.
  3. Must keep on file all permits and certificates either to work or to employ. Records are to be open at all times for inspection of school authorities and officers of the Division of Labor Law Enforcement. (Labor Code Sec. 1299.)
- B. Every owner, tenant or operator of a farm employing parents having minor children in their immediate care must post at a conspicuous place, easily read, a notice stating minor children are not allowed to work unless legally permitted and unless permits to work have been secured, (Education Code Sec. 16684.)
- C. Failure to produce permits to work or to employ, or to post notices required is prima facie evidence of illegal employment of minors. (Labor Code Sec. 1304; Education Code Sec. 16866 and 17116.)
- D. Permits to work or to employ must be returned to the issuing authority within five days after a minor's employment terminates. (Labor Code Sec. 1300.)

## VII. PENALTIES

Failure to comply with the provisions of the child labor laws and violations thereof are misdemeanors punishable by fines ranging up to \$250 or jail sentences ranging up to 6 months, or both fine and imprisonment, (Labor Code Sec. 1303, 1308, 1309, 1391, 1393, 1397.5.) The Education Code also provides for fines and imprisonment for violations. (Education Code Sec. 16864, 16865, 16867, 17114, 17115.)

## CAUTION

In addition to being governed by the California child labor laws, employers producing goods for shipment in interstate commerce are governed by the child labor provisions of the Federal Fair Labor Standards Act, and employers working on government contracts in excess of \$10,000 are governed by the child labor provisions of the Walsh-Healey Public Contracts Act. The Fair Labor Standards Acts sets a basic minimum age of 16 years for general employment and a minimum age of 18 years for occupations which have been found and declared to be particularly hazardous for young workers. (See chart page 5). If the Federal laws and the State laws conflict the higher standard prevails. Before employing minors, an employer should consult with the Children's Bureau of the United States Department of Labor in order to determine the applicability of the Federal child labor laws,

Employed minors are also covered by the general labor laws administered by the Division of Labor Law Enforcement, the Division of Industrial Welfare, the Division of Housing, the Division of Apprenticeship Standards, the Division of Industrial Safety, the Department of Employment, and other departments of the State and Federal Governments.

For complete details of the California laws see the Labor Code and Education Code of the State of California, obtainable from the Bureau of Printing, Documents Division, State Capitol, Sacramento, and Orders of the California Industrial Welfare Commission. Information concerning the California child labor laws may be obtained at any of the offices of the State Labor Commissioner located at the

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following addresses:

Bakersfield, Brower Building, 1527 Nineteenth Street  
El Centro, 795 Main Street  
Fresno, 231 Holland Building, Zone 1  
Long Beach, 211 Jergins Trust Building, Zone 2  
Los Angeles, State Building, 217 West First Street, Zone 12  
Oakland, 1540 San Pablo Avenue, Zone 12  
Sacramento, 500 Forum Building, Zone 14  
San Bernardino, Platt Building, Fifth and E Streets  
San Diego, 609 California Building, 1122 Fourth Avenue, Zone 1  
San Francisco, California Building, 515 Van Ness Avenue, Zone 2  
San Jose, 614 Bank of America Building, Zone 16  
Santa Barbara, Carrillo Building  
Stockton, Room 213, City Hall, Zone 3

Copies of the Orders of the Industrial Welfare Commission may be obtained at the offices of the Division of Industrial Welfare, located at the following addresses:

Los Angeles, State Building, 217 West First Street, Zone 12  
San Francisco, California Building, 515 Van Ness Avenue, Zone 2

For information concerning the child labor provisions of the United States Fair Labor Standards Act, consult the office of the Children's Bureau, U. S. Department of Labor, located at:

Los Angeles, H. W. Hellman Building, 354 South Spring Street, Room 417,  
Zone 13  
San Francisco, 1505 Humboldt Bank Building, 785 Market Street, Zone 3

Information concerning permits to work and permits to employ may be obtained from the local school department. Names and addresses of school officials authorized to issue permits may be obtained from the County Superintendent of Schools.



Revised and approved by the Industrial Relations Commission and the Industrial Relations Division of the Department of Industrial Relations, California.

information concerning the child labor provisions of the United States Standards Act, consult the office of the Children's Bureau, U. S. of Labor, located at:

San Francisco, California Building, 215 Van Ness Avenue, Room 2  
Los Angeles, State Building, 217 West First Street, Room 12

San Francisco, 1800 Hamboldt Bank Building, 785 Market Street, Room 17  
Los Angeles, H. W. Hollman Building, 354 South Spring Street, Room 417,  
U. S.

Information concerning permits to work and permits to enter the school grounds may be obtained from the County Superintendent of Schools. Names and addresses of school officials are listed in the County Superintendent of Schools' directory. The County Superintendent of Schools may be contacted at the County Office, 100 North Street, Room 13, or by telephone at 1-800-368-3683.

## VII SUPPLIES AVAILABLE FROM SDSW WITHOUT CHARGE

VII

A. DIGEST OF WELFARE AND INSTITUTIONS CODE AND STANDARDS FOR PRIVATE HOMES FOR AGED PERSONS (REVISED AUGUST, 1946)FOREWORD

These standards are devised by the State Department of Social Welfare to guide operators and licensing agencies in providing for the aged person who lives in a private home on a board and care basis with care which embodies adequate physical care, safety, and comfort, and care in a manner which maintains the personal dignity of the aged person and which is conducive to his peace and happiness.

PROVISIONS OF THE WELFARE AND INSTITUTIONS CODE REGARDING HOMES FOR THE AGEDLicense Required

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person." (Sec. 2300.)

Regulation and Inspection

"The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member of any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service." (Sec. 2301.)

Expiration and Renewal of License

"A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance." (Sec. 2303.)

"Application for renewal of a permit or license shall be filed ten days prior to its expiration. If such application is not so filed, such license or permit is automatically cancelled." (Sec. 2304.)

Transfer of License or Location

"No license shall be transferred. Neither the location of any institution, boarding home or other place specified in Section 2300, or the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service." (Sec. 2306.)

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## VII (A Continued)

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Register

"Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for: (a) Name. (b) Last previous address. (c) Age. (d) Nearest of kin. (e) Mother's maiden name. (f) The person responsible for his care and maintenance. (g) Such other data as the State Department of Social Welfare requires." (Sec. 2307.)

Deaths and Changes in Home

"Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued." (Sec. 2308.)

Penalty for Operation Without License

"Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place, or performance of any service specified in Section 2300 of this code, without first having secured a license or permit therefor, in writing, or refuses to permit or interferes with the inspection authorized in Section 2301 of this code, is guilty of a misdemeanor." (Sec. 2309.)

Prosecution

"The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (Sec. 2310.)

LIFE CARECertificate of Authority Required and License for Care for Aged

"Any organization or person maintaining a home for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this division." (Sec. 2350.)

Penalty for Operation Without Certificate of Authority

"Any person, association, or corporation that maintains, enters into, or, as manager or officer or in any other administrative capacity, assists in

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## VII (A Continued)

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maintaining or entering into any agreement providing for transfer of property, conditioned upon an agreement to furnish life care to the transferor or his nominee, without first having secured a certificate of authority therefor in writing, or refuses to permit or interferes with the inspection authorized in this chapter, is guilty of a misdemeanor." (Sec. 2359.)

I. DEFINITIONS

- (a) An aged person is defined as one who has reached the age of 65 years.
- (b) A private home for aged persons is a residential family home which accepts for board and care from 1 to 15 aged persons who are not relatives of the operator of the home.
- (c) An institution for aged is a home which accepts 16 or more aged persons or which is so organized or administered that its service is essentially institutional in character, regardless of the number received for care. Information regarding standards and rulings for institutions will be furnished on request.

II. JURISDICTION OF OTHER STATE DEPARTMENTS

- (a) State Department of Public Health

Facilities which admit the bedridden person and those which provide chronic or convalescent care to persons because of prolonged physical illness or defect, or during recovery from illness or disease, are within the jurisdiction of the State Department of Public Health.

- (b) State Department of Mental Hygiene

Licensing for the care of alcoholics, drug addicts, insane, mentally deficient, and epileptic persons is under the jurisdiction of the State Department of Mental Hygiene. Such persons shall not be admitted to a home for the aged. Persons suffering from senile psychoses (real mental disorders of old age) shall not be cared for in a home for the aged. The senility manifested in loss of memory, mild disorientation, and other mild symptoms may not disqualify the person for care in a home for the aged.

III. MANAGEMENT AND STAFF

- (a) The person in charge shall be of suitable age, education, training, experience, character, temperament and condition of health to provide care and comforts for aged persons, and shall have an understanding of the needs of the aged. Satisfactory references must be furnished.
- (b) In the smaller homes the operator shall give full time to the care of the aged or additional staff shall be employed as needed to maintain a continuous high standard of care.

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## VII (A Continued)

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- (c) During the absence of the operator, a qualified person must be left in charge.
- (d) Each aged guest must be within call of an attendant at night and the staff must at all times of the day or night be adequate to safeguard the guests in an emergency.
- (e) Staff must be sufficient to attend to the personal hygiene of aged guests unable to care for themselves without such assistance, and must be sufficient to care for guests who need assistance in maintaining personal cleanliness.
- (f) Parolees of state hospitals shall not be employed to give personal care to aged guests, and such parolees may be employed at other duties only if constant and adequate supervision is given the parolee at all time. A parolee shall not be given responsibility for the home during the absence of the operator or other staff members.
- (g) There should be no small children or adolescents in the home, either as members of the family operating the home or as foster children.

IV. HOUSING AND HOUSEHOLD EQUIPMENTConformity to State Laws and Regulations

- (a) Homes shall conform to state laws and regulations with respect to housing, sanitation and fire safety.
- (b) Location

The home should be in a residential or rural area (not commercial or factory) where physically active guests may participate in the religious, social, and recreational life of the community.

- (c) Grounds

The home should have yard space and easy access to the outdoors, away from traffic.

- (d) Room

The home must leave sufficient room to accommodate the aged in a safe, sanitary, and comfortable way.

- (e) General Safety

1. Care shall be taken to prevent home accidents resulting from slipping rugs, slippery floors, unguarded stairs, improperly guarded heaters, etc.

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## VII (A Continued)

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2. Stairways, inclines, ramps, open porches and fire exits must have hand railings and be well lighted. Special facilities shall be provided for the safety and guidance of the blind.
3. The master key of all rooms locked on the inside by guests shall be kept where any staff member can find it in an emergency.

## (f) Detached Buildings

The use of detached cabins or cottages shall be approved only when restricted to the care of the active and able-bodied, and additional staff and the installation of a signal system or other measures for the safety and comfort of the aged guests may be required by the licensing agency.

## (g) Living Room

1. There should be a well-lighted and heated living room for the use of aged guests, comfortably and attractively furnished, and equipped with recreational facilities suitable for the aged, unless all sleeping rooms are equipped as private sitting rooms by choice of the guests.
2. There should be a place where guests may talk in private with relatives, friends, clergymen, etc.

## (h) Sleeping Rooms

1. Aged persons shall not sleep in an unfinished attic, basement, stair hall, or room commonly used for other than bedroom purposes.
2. Two or more aged may share a bedroom if they are congenial and the size of the room provides sufficient air space and sufficient living space for comfort.
3. Two aged persons shall not occupy the same bed, except married couples who prefer that arrangement. Even then, another bed should be available in case of illness.
4. There shall be at least three feet between beds.
5. Each bed shall be furnished with good springs, a clean comfortable mattress, adequate light warm bedding, and when necessary, rubber sheeting or a satisfactory substitute.
6. Bedrooms must be adequately and comfortably furnished and lighted with suitable provision for the proper care of clothing and personal belongings.
7. A sleeping room to be occupied by one person only should provide at least 630 cubic feet of air space and 16 square feet of

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## VII (A Continued)

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window space. Sleeping rooms accommodating two persons should provide at least 810 cubic feet of air space, and window space equal to 1/8 of the floor area but not less than 16 square feet. For three or more persons, 500 additional cubic feet per person should be provided.

A window opening on an enclosed porch is not an adequate substitute for an outside window.

## (i) Heating Equipment

1. Heating equipment must be adequate to provide warmth as needed by the aged guests.
2. Fire places and open-faced heaters must have screens.
3. Gas heaters shall be vented and installed with rigid pipe connections.
4. The use of kerosene heaters in bedrooms are undesirable for safety reasons.
5. Precautions shall be taken in the use of electric heaters in bathrooms to avoid the possibility of electrocution.

## (j) Fire Safety Requirements

1. No non-ambulatory guests shall be housed above the first floor of a nonfireproof building. (An ambulatory guest shall be considered to be a person capable of leaving the building without assistance of any type in the event of an emergency.)
2. No aged person shall be housed above the second floor of a non-fireproof building.
3. Each floor of any building must have at least two exits.
4. Each exit must be so constructed and located that it can be reached by any occupant of the section of building it is intended to serve without passing through flames or smoke which might be coming from stair wells, halls, or other openings.
5. Additional requirements may be imposed when fire hazard is deemed to exist.

## (k) Bath and Toilet Facilities

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## VII (A Continued)

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1. Bath and toilet rooms must be sufficient in number and conveniently located. Bath facilities should be provided at a ratio of at least one to each twenty persons, and toilet and wash basin facilities at a ratio of at least one to each seven persons.
2. Bath and toilet rooms must be kept scrupulously clean and free from odors. Floors must be painted or otherwise rendered non-absorbent.
3. Hand rails should be provided if needed by guests near the bath tub or toilet.
4. A shower with a stool and handrailing is more convenient than a tub for some guests.
5. Toilet vessels must be removed promptly and kept free from odor and discoloration.
6. There shall not be a communicating door between a toilet and kitchen or other room in which food is stored. Toilet vessels should not be carried through kitchen, pantry, or dining room.
7. Wood commodes and toilet chairs must be painted or enameled to insure sanitary condition. Metal chairs are preferred.

## (1) Housekeeping

Housekeeping shall meet an acceptable standard of cleanliness, orderliness, fresh air in rooms, and absence of offensive odors.

V. HEALTH AND MEDICAL CARE

- (a) It is desirable that members of the family and the staff have an annual physical examination.
- (b) The operator should require each guest to obtain a physical examination before admission to the home, and it is desirable that each guest be re-examined annually. Persons suffering from tuberculosis or any other contagious or infectious disease shall not be cared for in a home for aged.
- (c) At the time of admission to the home, arrangements should be made between the operator and the guest, or the person responsible for his maintenance, in regard to the physician to be called in case of illness, and payment for drugs and professional services.
- (d) A physician shall be called at the onset of illness. Nursing care shall be provided as needed in the case of temporary illness, or the patient shall be transferred from the home.
- (e) Drugs and medicines prescribed for one person shall not be administered to any other guest or patient.

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## VII (A Continued)

- (f) Rubber sheets or satisfactory substitute, frequent changes of linen, bed pans, hot water bottles, bed lights, back rests, book rests, trays, and other equipment shall be provided as needed for the care, comfort, and safety of guests during temporary illness.

VI. FOOD SERVICES

- (a) The diet shall be nutritious, adequate, and suitable for the aged. The licensing agency will supply each operator with leaflets regarding food needs of the aged.
- (b) The manner of serving food shall be inviting and attractive; service in a dining room is preferable because of added enjoyment and sociability.
- (c) Foods served shall be easily masticated and easily digested for those guests whose absence of teeth or use of dentures makes this a consideration.
- (d) While due consideration should be given to long established food habits and the preferences of aged persons, guests should be encouraged to accept a nutritious and well-balanced diet.
- (e) There shall be adequate provision for the proper care and protection of food, and the proper preparation and serving of meals.
- (f) Because of danger from food poisoning, all home canned foods should be processed in accordance with acceptable procedure for the proper home canning of food. A bulletin on home canning is available from the University of California Extension Service, University of California, Berkeley.

VII. RECREATION

The operator should encourage and make possible social and recreational and religious activities appropriate to the individual interests and physical condition of the guests. Participation in such activities should be voluntary.

VIII. RESTRAINT PROHIBITED

- (a) No form of restraint shall be used in caring for any aged person. Likewise, no sedative shall be given in lieu of restraint.
- (b) The use of any appliance to confine a patient to a bed or chair or to deprive him of the use of his arms, hands, or feet, is strictly forbidden.
- (c) Patients who cannot be cared for without the exercise of physical restraint should be removed from the home or application should be made to the State Department of Mental Hygiene for license to operate a home for mental patients. The inclusion of such patients in a home subject to the licensing jurisdiction of the State Department of Social Welfare is prohibited.

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## VII (A Continued)

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- (d) No aged person shall be locked into his bedroom by day or night.
- (e) Windows shall not be barred or closed by any screen heavier than ordinary fly screening.

IX. SUPERVISION

- (a) An attendant should be available at all times to look after patients who are unable to care for themselves or who may wander away or become lost, or such patients should be transferred from the home.

It is permissible to enclose a roomy yard or garden for the safety of the aged who might wander into traffic or become lost, but such enclosure must not appear to be a pen or prison, and must be provided with comfortable chairs or other resting places.

- (b) The senile aged must be treated with respect, their peculiarities should not be discussed, and kindly persuasion without argument should be used to guide their activities. Inconsiderate treatment is painful and injurious to them, increasing their confusion through anxiety.

X. NUMBER AND TYPE OF GUESTS

- (a) The license will specify the number, sex, and physical condition of guests (ambulatory or non-ambulatory) who may be cared for. In accepting aged persons for care, the operator must keep within the limits of the license issued to her.

Limitations on the number and type of guests will be determined by consideration of housing conditions, equipment, number, qualifications of staff, and other factors affecting the safety and welfare of the aged guest.

- (b) Care of the aged is a specialized service which should not be combined with service to other groups. However, exceptions may be made as indicated herein.
- (c) Boarders or roomers who are not aged may be received if housing is suitable and their presence does not conflict with the comfort and interests of the aged guests.
- (d) Blind persons may be received if housing and staff are adequate.

XI. FINANCES

- (a) The net income from all sources must be regular and sufficient to maintain a comfortable standard of living in the home, including abundance and variety of food, warm rooms, clean linen, and necessary attendants.

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(b) The person shall be liable to the extent of the value of the property.

(c) The person shall be liable to the extent of the value of the property.

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(b) The person shall be liable to the extent of the value of the property.

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(e) The person shall be liable to the extent of the value of the property.

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(h) The person shall be liable to the extent of the value of the property.

(i) The person shall be liable to the extent of the value of the property.

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(j) The person shall be liable to the extent of the value of the property.

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- (b) Financial records and reports are not routinely required of operators (especially for the smaller private boarding homes for aged). However, in the interests of the aged persons under care, financial accounts and reports may be required.

Special requirements as to records and reports must be met for those homes entering into agreements for life care or care for a period of more than one year. (Sec. 2350.)

XII. RECORDS AND REPORTS

- (a) A register shall be kept by the operator which includes the following facts concerning each aged person received or cared for:

Name	Nearest of kin
Last previous address	Mother's maiden name
Age	Person responsible for care and maintenance

It is advisable to include in the register the amount of the fee and the dates of admission and discharge or death.

A sample register page will be furnished on request.

A record of aged persons cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as aged persons are accepted and discharged from the home may also be required.

- (b) The death of an aged person in the home must be reported in writing to the licensing agency within 48 hours. Forms for this purpose are provided by the licensing agency.
- (c) Any change in the management or address of the home nullifies the existing license and a new application must be made at once for another license.

XIII. ADVERTISING

Persons intending to advertise care for the aged should exhibit their license to the newspaper which is requested to see such license before publishing an advertisement.

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B. DIGEST OF WELFARE AND INSTITUTIONS CODE AND STANDARDS FOR FOSTER HOME CARE FOR CHILDREN (REVISED AUGUST, 1946)FOREWORD:

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. When foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

It takes a very special kind of person to be a good foster mother and father, and not all good parents nor all good homes fill the requirements.

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that the home is a good home. To help determine this and to guide foster parents and agencies responsible for selecting homes, these standards have been devised by the State Department of Social Welfare.

PROVISIONS OF WELFARE AND INSTITUTIONS CODE:Need for License:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department;

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

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Regulation and Inspection:

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

Expiration and Renewal of License:

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

Transfer of License or Location:

1625. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

Register:

1627. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder.

- (a) Name
- (b) Last previous address
- (c) Age
- (d) Nearest of kin
- (e) Mother's maiden name
- (f) Person responsible for his care and maintenance
- (g) Such other data as the State Department of Social Welfare requires

Deaths and Changes in Home:

1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

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Penalty for Operating Without License:

1629. Any person, association, or corporation that maintains, conducts, or as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in section 1620 of this code without first having secured a license or permit therefor in writing, or refuses to permit or interferes with the inspection authorized in section 1621 of this code, is guilty of a misdemeanor.

Prosecution:

1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

I. DEFINITIONS:

A boarding home for children is a private family home which accepts one or more children for care with or without compensation, except that this does not apply to the care of nieces, nephews, grandchildren, brothers, sisters, children for whom legal guardianship of the person is held, nor children for whom petition for adoption is being investigated.

A foster day care home for children is a private family home which accepts one or more children for care during the day only. This does not apply to the day care of nieces, nephews, grandchildren, brothers, or sisters.

A family parent and child home offers board and room, or room only, to parents and children, including, as a clearly defined part of the service given, care and supervision of the children while the parent is away at work or elsewhere.

II. FAMILY CONDITIONS:

- (a) It is expected that the family group of father and mother, particularly in twenty-four hour care, be complete except in unusual situations. In day care the foster father assumes less importance in the life of the foster child.
- (b) Both the father and mother must be of suitable age, education and temperament to care for children, and actively interested in their development. The foster mother must be able to accept the extra responsibility of a foster child without jeopardizing the development of the child, her own health, or the care she gives her family. All members of the foster family must be willing to accept the foster child as a member of the family group.

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- (c) A harmonious home life is necessary to give children emotional security.
- (d) The mental and physical health of each member of the family must be good. It is desirable that members of the family and any other child caring personnel have annual physical examinations, including chest X-rays. There shall be no mentally defective or incompetent person in the family or household, either child or adult.
- (e) The income of the foster family from employment or other resources must be reasonably steady and sufficient to maintain an adequate standard of living for the family as far as essential needs are concerned, exclusive of the income derived from caring for children.
- (f) The foster mother should not be employed outside of her home.
- (g) During the absence of the foster mother, adequate supervision must be provided for the children. In any unusual absence of the foster mother from the home, the licensing or child placing agency shall be notified immediately, and if possible, in advance.
- (h) Twenty-four hour care and day care of children are each specialized services which should not be combined with each other or with care of the aged, with adult roomers or boarders, parents in residence with their children, or any other service. Only in unusual circumstances will exceptions to this rule be made by the State Department of Social Welfare or its accredited agencies.
- (i) It is expected that the foster parents will make it possible for the foster child to participate in the social and recreational life of the community appropriate to his age.
- (j) Each child of appropriate age shall be given opportunity to attend religious services and activities of his religious faith or that of his parents. When this is impossible because of absence of the denomination in the community or other causes, the religious training offered must have the approval of the child's parents or person responsible for placement. In day care where the primary responsibility for the child's religious training remains with his own family, the foster mother must respect the child's beliefs, and be observant of his religious training as to holidays, church attendance, diet, etc.
- (k) Satisfactory references must be furnished.

III. COMMUNITY AND HOUSING:

- (a) The home should be in a residential or rural district (not commercial or factory).

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- (b) The home must be in a district where the children can attend a school which is reasonably accessible. Consideration should also be given to the accessibility of the home for medical care, visits from parents, and licensing agency.
- (c) Homes are required to conform to housing, sanitation, and fire laws and regulations of the State.
- (d) In twenty-four hour care, a sleeping room to be occupied by one person only should provide at least 630 cubic feet of air space and 16 square feet of window space: dimensions of sleeping rooms accommodating two persons should provide 810 cubic feet of air space, window space equal to 1/8 of the floor area but not less than 16 square feet. For three or more persons, 500 additional cubic feet per person should be provided. There shall be at least 3 feet between beds.

In day care, each room used for rest periods must have sufficient outside windows for adequate ventilation and sufficient floor space to provide at least three feet between beds.

- (e) In twenty-four hour care, children shall sleep in bedrooms and must be under close supervision and within call of an adult at night. No foster child shall sleep in a detached building or in an unfinished attic, basement, stairhall, or room commonly used for other than bedroom purposes.
- (f) Children of the opposite sex over five years of age should not share a bedroom. In general, children should not sleep in the same room with an adult. Children should have individual beds. A double bed may be occupied on a temporary basis only, by two brothers or two sisters of suitable age when no health, behavior, or other reasons exist to make this undesirable and when special permission has been given by the licensing agency. Each bed must have a good spring, a clean comfortable mattress, and adequate bedding; for infants and bed wetters, rubber sheeting or satisfactory substitute must be provided.

In general, the use of bunk beds is considered inadvisable for safety, convenience, and health reasons. Two tier bunk beds may therefore be used only under the following conditions: beds must be constructed and equipped to offer comfort, sanitation, and convenience; there must be sufficient ventilation; children under eight years of age may occupy only a lower bunk. No bunk beds with more than two tiers shall be used under any circumstances.

In day care, children must have individual cots or beds for rest periods and must be under close supervision and within call of an adult. Beds used by members of the household should not be used by children for rest periods. Each bed or cot shall have clean, adequate bedding and for infants and bed wetters rubber sheets or satisfactory substitute must be provided.

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- (g) The home must have sufficient room to accommodate children in a comfortable and sanitary way.
- (h) Rooms must be comfortably furnished and provision must be made for the proper care of clothing and personal belongings.
- (i) There must be adequate provision for the proper care and protection of food.
- (j) The home shall be clean, and reasonably orderly.
- (k) Fire places and open-faced heaters must be protected by screens. Gas heaters must be vented and installed with permanent connections and protectors.
- (l) Care must be taken to protect children from home accidents which might result from slipping rugs, unguarded stairs, improperly cared for electrical equipment, disinfectants, ant poison, etc., and fish ponds.
- (m) The home shall have yard space sufficient for a home playground. For toddlers an enclosed yard is preferable, if not enclosed, supervision to provide adequate protection at all times must be given.

IV. DIET:

- (a) The diet must be nutritious, adequate, and suitable for children of various ages. Licensed homes will receive pamphlets on food needs of children of various ages for the foster mothers' use. In day care it is wise to discuss with the child's own family the food served in his own home in order that this may be supplemented at the noon meal. The meals served in the foster home offering day care usually provide one-third of the child's needs, or more if a mid-morning or mid-afternoon meal is served.
- (b) Formulae for infants must be prescribed by a physician, preferably a pediatrician, and must be followed carefully.
- (c) Unless only commercially pasteurized milk is used, the milk supply should be from a source tested and found free from tuberculosis and Bangs disease, and should be home pasteurized. Instructions from the State Department of Public Health for home pasteurization are furnished by the licensing agency.
- (d) Because of the danger from food poisoning all home-canned foods should be processed in accordance with acceptable procedure for the proper home canning of food. A bulletin on home canning is obtainable from the University of California Extension Service, Giannini Hall, University of California, Berkeley.

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V. NUMBER AND TYPE OF CHILDREN:

- (a) Since the foster home is primarily a family home, the number of children in the home including the children of the foster family under sixteen years of age, should not exceed six except with special approval of the licensing agency. This applies to both twenty-four hour care, day care, and parent-child care.
- (b) Age and sex of the children for which the home is licensed will be determined by consideration of the sleeping quarters and other factors affecting the safety and welfare of the children.
- (c) The number of infants under two years of age, including infants of the foster mother's own family, must be strictly limited. More than two infants under two years of age, or other children in addition to the two infants may be cared for only if there is regular and adequate assistance in either the care of the children or in household duties. However, no more than four infants may be cared for in any home at any one time except under unusual circumstances and with special approval of the State Department of Social Welfare.
- (d) No mentally defective or epileptic children may be accepted. Responsibility for licensing homes for children of this type rests with the State Department of Mental Hygiene.
- (e) The foster mother must keep within the limits of the license issued her.

VI. HEALTH AND MEDICAL CARE:

- (a) It is desirable that each child have a physical examination including laboratory tests where indicated, before admission to the home, and be re-examined at least annually. All children should be immunized against diphtheria, and vaccinated against small pox, and children under six should be immunized against whooping cough. Infants should be under continuous health supervision and should be seen by a physician no less than once a month. It is desirable that health clearance, information and instruction from the physician for home care and return visits be given to the foster mother in writing. The foster mother should be supplied with information on past illnesses and present health of the child and any particular medical or health problems such as allergy, etc.
- (b) The foster mother should have a clear understanding with the person or agency placing the child as to notification of illness of the child, attendance at well baby clinics, and arrangements for medical care. A signed medical consent form should be secured to make emergency medical attention possible.
- (c) Any child showing signs of illness must be immediately segregated from the other children.

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VII. GENERAL CARE OF CHILDREN

- (a) Each child must have his own individual comb, toothbrush, towel, washcloth, and other necessary toilet articles, and he shall be trained in their proper uses. Training in personal hygiene and cleanliness shall be given.
- (b) Children shall not be required to do work other than simple home duties which do not interfere with school, health, and necessary recreation.
- (c) Work Homes: Older children placed in foster homes which are also work homes may be employed only as permitted under the school and labor codes.
- (d) Children must attend school as provided for under state law. Children should be encouraged to obtain the maximum amount of education possible in keeping with their ability and in consideration of possible future vocations.
- (e) Foster parents should consult with the licensing agency for information concerning placement of children. Foster parents should make definite arrangements before placement, with the parents or agency responsible, regarding payment for care, clothing, medical and dental care, personal effects, school expenses, and allowances.
- (f) Foster parents should consult with the licensing or child placing agency for advice on problems of behavior in children. Corporal punishment is not permitted.

VIII. REPORTS:

- (a) A register shall be kept by the foster mother which includes the following

The name of the child	Nearest of Kin
Last previous address	Mother's maiden name
Age	Name and address of person
Rate of Care	responsible for care and
Date of removal of child from home	maintenance
Reason for removal	Name and address of person
	making removal

A record of the children cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as children are accepted and discharged from the home may also be required of the foster mother.

- (b) The foster mother should require parents to keep her informed of changes in address, and how they may be reached during hours of employment.

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- (c) The death of a child must be reported in writing to the licensing agency within forty-eight hours.
- (d) Illness of a child should be reported at once to the child placing agency or person responsible for his care.
- (e) Any change in the management or address of the home nullifies the existing license and a new application must be made at once for another license.

IX. ADVERTISING:

Foster parents intending to advertise care for children should exhibit their license to the newspaper which is requested to see such license before publishing an advertisement.

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C. DAY CARE FOOD STANDARDS

Many children cared for in foster homes which are licensed for day care will be children of pre-school age, i.e., 2 to 5 years. The food needed by the child at the day home must depend on what he gets at home, and the foster mother should discuss this with the child's parents. Some children will arrive at the day home without breakfast and provision must be made to provide this meal for these children.

A good daily food plan for pre-school children should include:

3 to 4 cups of milk taken as drink or combined with other foods.

1 egg plus an occasional serving of meat, cheese, or mild fish.

Beans or peas or lentils can occasionally be given to young children if cooked until soft and mashed or put through a sieve.

Vegetables: Dark green leafy or yellow  
Potato  
Raw vegetable. If given to very young children should be chopped fine. Can be served in sandwiches.

Fruits: Citrus; i.e., orange, grapefruit, or lemon, or tomato juice every day. Other fruits as apples, prunes, pears, apricots, etc.

Cereal and Bread: Whole grain or enriched variety  
Brown rice occasionally

Fats and Sweets: Pre-school children need about three to four teaspoons of fat per day. Can be butter or fortified vegetable margarine.

Small amounts of sweet foods to round out the diet.

Vitamin D preparation--As fish liver oil

These foods can be combined in the following menu pattern:

Breakfast

Cereal of whole grain or enriched variety  
Milk to drink and on cereal  
Toast and margarine or butter

Mid-Morning Lunch

Fruit juice--as orange, grapefruit, tomato juice  
Vitamin D preparation (if child has not received this at home)

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Dinner at Noon

Main dish of eggs, meat, cheese,  
fish or poultry  
Potato  
Other vegetable--occasionally raw  
Dessert--As pudding, fruit, ice cream  
Milk to drink

Mid-Afternoon Lunch

Milk or fruit  
Cookie or cracker or small sandwich

Supper

Vegetables or cream soup  
or eggs, or cheese  
Milk to drink  
Toast or bread and margarine  
Dessert

In a bulletin written by Miriam Lowenberg for the Children's Bureau entitled "Food for Young Children in Group Care," Bureau Publication 285, on Page 2, are the following suggestions which may be useful to the foster parents:

- "1. Expect children to eat. Remember that they readily sense the attitude that the adults who eat with them show toward their food.
2. Remember that each child is an individual. Do not expect all the children, even of the same age, to have the same tastes in food, nor to eat the same amounts.
3. See that each child is seated comfortably.
4. Prepare foods so that they are attractive to the children and not to difficult for them to manage.
5. Serve small portions, and second helpings when needed. Remember that portions that are too large discourage a child from eating.
6. Provide dishes and utensils that are suitable for small hands.
7. Try to have a cheerful and happy atmosphere at mealtime.
8. Encourage interesting and pleasant table conversation among children who are old enough to be able to eat well and to talk at the same time. Talking about personal likes and dislikes for food should be discouraged. The foods themselves, and where they come from, are usually interesting for children to talk about.
9. Prepare for spilling and other messy eating by providing bibs and table protectors. Don't expect little children to eat as skillfully as adults.
10. Remember that courtesy at the table is not dependent on "thank you"

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and "please". Do not expect adult politeness of little children. If they are with adults who are innately courteous, they will pick up socially acceptable manners after they have mastered the difficult task of feeding themselves. But do not expect them to do both at once.

11. See that the children get enough rest and relaxation, so that they will not be tired at mealtime."

Some children will be older than the pre-school age group in the day care home, and these older children will need a mid-afternoon snack on returning from school, with larger servings than the pre-school child receives.

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D. FOOD FOR YOUNG CHILDREN\*

(Revised May, 1945, rescinds material of same title revised May, 1944)

The homemaker assuming responsibility for a foster child will find it very important to give consideration to the child's nutritional needs. The food he eats must furnish him with material for growth and development and supply energy for his ceaseless activity. The healthy child provided with the right kinds and quantities of food grows normally, has straight and sturdy legs, and weighs the right amount for his build, height and years. His teeth are sound, his hair glossy, and his skin clear. He is alert, bright-eyed, and active, and has a good appetite for his meals.

To be wholesome, the child's diet should be simple--that is, retain the natural flavors of the foods prepared, and avoid rich seasonings, sauces, or excessive use of fats. For a child a baked potato is better than a fried one; a custard better than a piece of pie with rich crust. By careful planning, however, the homemaker need not do extra cooking for the child. The foods most wholesome for the child are also wholesome for the adults; and in cases where the adults wish their food more highly seasoned, the child's portion may be removed before the seasonings are added. Or the child's custard or pudding may be taken from the filling to be used in making a pie for the adults. Fruit may always be substituted for a dessert not suitable for the child.

Much has been written in books, pamphlets, and articles to guide the caretaker in providing a well-balanced diet, and in serving attractive meals. Many publications are available at little or no cost, and additional material in bibliography form and bulletins may be secured from the licensing agency.

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\*Adapted and extended from:

Food for Children. U.S. Dept. of Agri. Farmers' Bull. No. 1674, Wash. D.C. 1931.  
Food for the School Child. Wisconsin State Board of Health. Madison, Wis. 1939.  
Foundations of Nutrition. The. M.S. Rose. MacMillan, N. Y. 3rd Ed. 1938.  
Nutrition Work with Children. Lydia J. Roberts. U. of Chicago Press, Rev. 1938.

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Since eating habits play a significant part in a child's life, it must be the responsibility of the caretaker to see that meals are served with regularity and that the food is of good quality. Attention should be given to making the meals attractive as well as nourishing. Three meals a day with the food needs divided fairly evenly are satisfactory for most children. In general, eating between meals is a bad practice since it tends to dull the appetite for regular meals. If extra food is needed for a very active, rapidly growing child, it should be given at a definite time not too near the regular meal hour. Orange juice, or other fruit, a small sandwich or cookie, and glass of milk might be served.

A child living with adults who are light eaters is frequently quite unintentionally underfed. However, underfeeding is more commonly due to a lack of understanding that a child's digestive tract is too small to take care of the large amounts of food necessary for energy and growth unless a considerable part of what he eats is of concentrated foods. This is particularly true for an active boy from thirteen to fifteen years old. He may eat all he can and still not cover his energy outgo unless such concentrated foods as butter, eggs, cheese, fats, cream, marmalade, cookies and peanut butter are added to his main diet of vegetables, milk, fruit, and cereals. A child who seems too thin during the adolescent years is frequently underfed and particular attention should be given to his nutritional needs.

It has been emphasized that the young child should be provided with an adequate amount of wholesome food, simply prepared and attractively served. It is important to note, however, that nourishing and attractive food need not mean expensive food. The suggestions which follow are made with a view to supplying adequate nourishment for the child at a minimum cost.

THE DAILY DIETEach day each child needs:

MILK: One quart.

BREAD: Whole-grain bread with each meal. However, the child should not be allowed to eat more bread in place of needed quantities of other foods.

CEREALS: One serving of whole-grain cereal, preferably home cooked.

BUTTER OR FORTIFIED MARGARINE: With each meal.

CITRUS FRUIT JUICE OR TOMATO JUICE: One serving.

FRUIT--OTHER THAN FRUIT JUICE: One serving.

POTATOES: One or two servings.

OTHER VEGETABLES: Two servings--one green vegetable and one other.

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EGGS: Four or five eggs a week.

MEAT: One serving not less than four times a week.

SUGARS: One or two small servings (simple desserts only).

SELECTION OF FOODS FOR THE YOUNG CHILD OF SCHOOL AGE

Good Morning!

In order to wake up refreshed, the child should have gone to bed early (before seven-thirty p.m.) and to assure a good appetite for breakfast, he should have slept in fresh cool air. Upon rising he should drink a glass of water. The morning schedule must not be hurried. Allow plenty of time for dressing, eating, brushing teeth, and going to the toilet after breakfast. A good breakfast eaten at leisure will aid digestion and elimination and keep the child from becoming tired and restless at school.

Breakfast

- Fruit, fruit juice, or tomato juice. Oranges or orange juice; cooked fruits such as prunes, apple sauce, apricots, baked banana; or mild fresh fruits in season providing they are ripe--as apples, peaches, apricots, pears, plums, bananas, etc.
- Whole-grain cereal with milk. Rolled oats, yellow cornmeal, cracked wheat, wheat germ cereals, brown rice, or dark Farina. A warm cereal dish may consist of a cooked cereal with cold milk, or a ready-to-eat cereal with warm milk.
- Whole-grain bread or toast with butter or fortified margarine.
- Milk. During cold weather warm milk, or occasionally weak cocoa may be served.
- Egg. Occasionally, or it may be served at lunch or evening meal.

Lunch at Home

Lunch should be ready when the child comes from school so that he may have plenty of time for eating. He is to go back to school and use his brain; hence too little food may cause him to tire before the afternoon is over. On the other hand, too heavy a lunch may cause dullness or sleepiness. If the child comes home to lunch (or if a hot lunch is eaten at the school cafeteria), it may consist of:

- Milk. As a drink; a milk and vegetable soup; or sometimes a milk pudding.
- Main dish. Baked potato with egg; a little meat; fish; ground meat with a vegetable, rice or noodles; a cheese dish; stew; or scalloped dish.

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- Vegetable. Some cooked or raw vegetable. Salads are appetizing. Children often enjoy raw carrot or celery sticks (slender pieces of the raw vegetable, sliced lengthwise and served cold).
- Bread with Vitamin A rich fat as margarine or butter. Whole wheat, cracked wheat, graham, oatmeal, rye, raisin nut, corn bread, white and brown breads are acceptable.
- Simple dessert. Stewed or fresh fruit; milk pudding or custard; or a plain cookie or cake.

The Lunch Box

Attention should be given to putting up an attractive, appetizing lunch. Since dry bread is not appetizing, sandwiches should be carefully wrapped in wax paper. The lunch should vary from day to day and the homemaker will find this little hardship if she will plan the child's lunch a day ahead, utilizing some of the foods from the home meals. This will be a means of economy also. In general, a good lunch may include milk--or a hot soup made with milk--carried in a clean thermos bottle, sandwiches, and a dessert. Sometimes a salad, a cold left-over, or cooked fruit may be carried in a glass or paper container.

- Sandwiches. Add variety by using different breads from those mentioned above. Plain sandwich fillings which are highly nourishing are: Sliced or ground meats, egg, cheese, and peanut butter. Delicious and nourishing also are fillings made from such combinations as the following:

Sliced tomatoes  
Ground raw carrot & raisin  
Shredded cabbage and carrot  
Cabbage, apple and bacon  
Meat loaf, liver or salmon loaf  
Salmon and lettuce

Baked beans or bean loaf  
Cottage cheese & jam or nuts  
Peanut butter (moisten with milk)  
with: raisins, jelly, bananas,  
or chopped prunes.  
Egg & chopped onion or grated cheese

- Desserts. Fresh or cooked fruit; custard or milk pudding; fruit gelatin; occasionally oatmeal, molasses or fruit cookies; gingerbread; or cake.

The Evening Meal

The evening meal must be a simple one since the child's bedtime is near. The meal will be based on the balance of the "Daily Diet" requirements (Page 2) not eaten at breakfast and lunch. Foods eaten earlier in the day should not be repeated. In general, the evening meal will consist of:

- Meat, fish, eggs, or cheese. (Depending on what has been used in the other two meals.)

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-Potato and one other vegetable.

-Fruit or pudding.

-Milk. Amount necessary to complete the day's requirement of one quart.

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E. FOOD PATTERN FOR THE ADOLESCENT

The period of adolescence begins about the twelfth year and continues for about ten years. During this time growth is extremely rapid, not only the skeletal structure, but also the muscle and connective tissue to cover the bone.

The growing boy and girl will probably need more food during this period than at any other time during their life span. Boys will use more than girls, as their activities are usually more strenuous than those of the girls. Special attention must be paid to the teeth during this period of rapid calcification and the diet should be rich in minerals and vitamins.

The food pattern for adolescent boys and girls is very similar to that of the younger boy and girl, except that larger servings are allowed and more concentrated foods such as peanut butter, jams, and cheese must be added to the diet to make up the extra energy needed for the excess activity and rapid growth.

- I. MILK - Quart a day, if the family budget will support this. This need not be all fresh milk, as some canned milk or dried milk can be used in cooking. Remember that we use milk for the nutrients that are in milk, as the calcium and phosphorus for bones and teeth, as well as a supply of protein, and some vitamins A and D.
- II. CEREALS AND BREADSTUFFS - Use a variety of breadstuffs; different kinds of flour -- the whole grain variety unless you can purchase the new "enriched" flour with extra vitamins B<sub>1</sub> and calcium and iron salts added. Never allow a hot soft bread as hotcakes or waffles to constitute the main dish of a meal. An occasional serving of these may follow the fruit juice, milk, and cereal.
- III. FRUITS - Two or more servings per day -- one rich in vitamin C, such as citrus fruits.
- IV. VEGETABLES - Two or more servings per day -- one of potatoes, and one of green leafy or yellow vegetables for iron and vitamin A.
- V. EGGS - One a day if it can be afforded. The iron in the egg yolk is easily assimilated by the body, and adolescent girls especially need a good supply of iron.
- VI. BUTTER OR FORTIFIED VEGETABLE MARGARINE - At every meal for the fat content and for vitamin A.
- VII. MEAT AND FISH - One serving a day, or at least every other day. These contain protein and iron to build muscle tissue. Use liver once a week as it is inexpensive, and is a good source of protein, iron, and vitamins A and Riboflavin. Dark meat in poultry has more Riboflavin than the light meat,
- VIII. SWEETS - For extra fuel value. Simple puddings, ice creams, sherberts, cookies, sponge cakes or cup cakes are to be preferred to pastries and the rich "soda fountain" sweets.

(Section Continued on Next Page)



## VII (E Continued)

VII

During adolescence some children have an insistent craving for sweets and begin "piecing between meals" with the candy bar habit. This is often a contributing factor to the "pimply" condition of the skin so often seen in adolescence. A lump of sugar or a small piece of hard candy midway between meals need not be at all injurious and may, for children with fatigue, be temporarily beneficial.

Healthy active children need a fairly concentrated diet in order to take on the amount of fuel needed for their activities. Large amounts of fluids should not be permitted with meals as it is possible to overstrain the stomach muscles by too great distension which, in turn, may cause one to be sufficiently uncomfortable as to be uneasy, fidgety, or restless.

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## VII (Continued)

## VII

F. GENERAL SUGGESTIONS FOR FOOD FOR AGED PERSONS

In making suggestions for food for aged people, one should keep in mind that most of these people are in what may be called the sedentary occupation class. Therefore, the basic caloric requirement is lower than that of actively engaged adults.

Foods selected should be simple and easily digested and of sufficient variety to provide a well-balanced diet. Many elderly people have had their teeth removed and wear dentures, which make chewing such foods as corn on the cob almost impossible. Berries, because of seeds, and nuts, because of texture, are difficult to chew for people wearing plates.

Menus should be chosen with regard to the season of the year, and the foods served in an attractive manner.

Wholesome, attractive food need not be expensive. A large variety of appetizing, nourishing dishes may be prepared at low cost, provided the foods are well chosen, and the buying is wisely done.

The National Nutrition Council has divided food into seven basic groups. Each group is important for one or more nutrient which is needed every day by the human body for heat, energy, and building or repairing tissue. The seven food groups are listed below:

<u>Group No.</u>	<u>Foods</u>
1	GREEN AND YELLOW VEGETABLES some raw--some cooked, frozen, or canned.
2	ORANGES, TOMATOES, GRAPEFRUIT or raw cabbage or salad greens.
3	POTATOES AND OTHER VEGETABLES AND FRUITS raw, dried, cooked, frozen, or canned.
4	MILK AND MILK PRODUCTS fluid, evaporated, dried milk, or cheese.
5	MEAT, POULTRY, FISH, OR EGGS or dried beans, peas, nuts, or peanut butter.
6	BREAD, FLOUR, AND CEREALS natural whole grain--or enriched or restored.
7	BUTTER AND FORTIFIED MARGARINE (with Vitamin A added).

In addition to the basic 7, any other foods wanted.

These seven groups are representative of the food elements which are necessary for good nutrition. These foods elements are:

(Section Continued on Next Page)



## VII (F Continued)

VII

FOOD ELEMENTS

Proteins: Protein is very important, as every tissue and fluid in the body needs and uses it. There are many kinds of protein in the foods we eat, such as milk, cheese, eggs, meat, and fish. Some grains such as oats, wheat, and legumes--peas and beans--also furnish protein, but not the same kind as that from animal sources, and cannot be completely substituted for them.

Fats: Butter, cream, lard, oil, and suet are generally classified as fats. Some fats contain vitamins which are necessary to the body, such as Vitamin A in butter or fortified margarine, Vitamin D in fish oils. Almost all foods contain some fat. Large quantities of fat are undesirable since they may cause loss of appetite and nausea.

Carbohydrates: Potatoes, rice, flours, vegetables, and fruits are usually classified under carbohydrates along with sugars, since they contain either starches or sugar, but are indispensable, not because of carbohydrates, but because of minerals and vitamins.

Minerals: Calcium, phosphorus, and iron are required in large amounts than many other minerals, such as manganese, zinc, copper, aluminum, etc. Some are present in most foods. Milk and cheese are especially good sources of calcium and phosphorus, green vegetables of iron.

Vitamins: Vitamins are nutritive elements needed to nourish the body properly. Eggs, liver, green leafy vegetables, yellow vegetables, fruits, and whole grain cereals are especially rich in vitamins.

To set these into a Daily Meal Plan the following list will be of value:

THE DAILY DIET - In general, we may say that the diet should include daily:

Milk: One pint to one quart.

Eggs: At least one every other day, plus some used in cooking.

Tomatoes or Citrus Fruit: One serving.

Vegetables: Two or more servings--one of potatoes, and preferably two of other vegetables.

Meat or Fish: One small serving.

Cereal: One serving every morning.

Bread: At every meal--preferably whole wheat variety.

Sweets and Fats: In moderate amount.

Breakfast

One of the following;

Fruit juice, such as orange or tomato juice.

Fresh fruit, such as strawberries, or melons in season.

Stewed fruit, such as prunes, apricots, applesauce, or baked apple.

One of the following:

Whole cooked cereal, such as wheat grain cereals, or rolled oats.

Shredded wheat with hot milk.

Cornmeal cooked in milk.

(Section Continued on Next Page)

## VII (F Continued)

VII

Eggs - occasionally - poached, coddled, soft-boiled, or scrambled.  
Toast or muffins with butter or fortified margarine.  
One of the following beverages:  
Milk, cocoa, tea, or coffee.

Noon Meal (Heaviest of the day)

One of each of the following:

Meats: Roasts of beef, lamb, liver loaf, escalloped beef patties, meat loaf with tomato sauce, stews, or pot roasts. Very little fried meats should be eaten.

Potatoes: Baked, mashed, riced, or boiled.

Vegetables: Preferably one green leafy vegetable, such as spinach, chard, or lettuce; and carrots, beets, parsnips, squash, artichokes, egg plant, or bean sprouts.

Dessert: Stewed fruit, puddings of all kinds, simple cakes, cookies, or ginger bread. Gelatin puddings, floating island custards, ice cream, brown betty with prunes or apples, or tapioca pudding.

Supper (The evening meal should contain at least one hot dish, as it has been found that elderly people can digest their food better if some of the food is warm and appetizing to induce a flow of gastric juice.)

Soup: Clear Consommés, cream soups, or vegetable chowders. Split pea or lima bean soup, rather than navy or chile beans cooked with pork.

One of the following: Creamed dishes, such as salmon, tuna, or dried beef; cheese souffle, tomatoes and cheese omelet, etc.; spanish rice or macaroni and cheese; spinach with stuffed eggs.

Salad: Cottage cheese salad, raisins, prunes, carrots, vegetables, mixed fruits--raw or stewed.

These general suggestions are not for those persons who require special diets. Certain diseases require special foods and these should be given only on a doctor's recommendation.

It is well to remember when planning meals for aged that the food patterns in age are set and fixed by long years of habit. The appetite too is often perverse, and while the elderly person may have insisted upon being served certain foods, when these are placed before him his appetite vanished and he cannot choke down a mouthful.

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## VII (Continued)

VII

G. INSTRUCTIONS FOR HOME PASTEURIZATION OF MILK\*

1. Place cold or warm water in the bottom or outer section of double boiler or other deep container.
2. Pour the raw milk in the inner section of the double boiler, put the inner section into the outer container and place over a burner. Do not apply direct heat to the milk.
3. Place a clean thermometer in the milk and stir gently and continuously with a clean spoon. Watch the thermometer and heat the milk quickly to at least 160° Fahrenheit.
4. As soon as the thermometer reads 160° F. remove the milk container and dump the hot water from the outer container.
5. Fill the outer section with cold water or ice in water and replace the inner section into the outer section in order to cool the milk rapidly to 50° F. or lower.
6. Place the cooled milk in the refrigerator. If the pasteurized milk is transferred to the raw milk bottle or to another container, be absolutely sure to scald such bottle or container with boiling water.

If you do not have a satisfactory thermometer, do not guess at the temperature but be sure to boil all raw milk before it is used.

\*Acknowledgment is made to the California State Department of Public Health and to the New York State Department of Health.

VIII ROSTER OF ACCREDITED AND INSPECTION AGENCIES

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
<u>ALAMEDA</u>			
County of Alameda (except two cities below)	Alameda County Welfare Commission 420 Broadway Oakland, California	Accredited	Accredited
City of Alameda	Alameda City Health Dept. 2226 Santa Clara Avenue Alameda, California	Accredited	Accredited
City of Albany	Albany City Health Dept. City Hall Albany, California	Accredited	Accredited
<u>ALPINE</u>	County Welfare Department Fredericksburg, California via Gardnerville, Nevada	Inspection	Inspection
<u>AMADOR</u>	County Welfare Department Court House Jackson, California	Inspection	Inspection
<u>BUTTE</u>	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
<u>CALAVERAS</u>	Department of Social Welfare Court House San Andreas, California	Inspection	Inspection
<u>COLUSA</u>	County Welfare Department Hall of Records Building Colusa, California	Inspection	Inspection
<u>CONTRA COSTA</u>	Social Service Department Court House Martinez, California	Accredited	Accredited
<u>DEL NORTE</u>	Department of Public Welfare Court House Crescent City, California	Accredited	Accredited
<u>EL DORADO</u>	Social Welfare Department Court House Placerville, California	Inspection	Inspection

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VIII (Continued)

VIII

COUNTY	AGENCY	CHILDREN'S BOARDING HOMES	AGED BOARDING HOMES
FRESNO	Department of Public Welfare 4504 Ventura Avenue Fresno 2, California	Accredited	Accredited
GLENN	Glenn County Welfare Dept. Court House Annex Willows, California	Accredited	Accredited
HUMBOLDT	Department of Public Welfare 805 6th Street Eureka, California	Accredited	Accredited
IMPERIAL	Indigent Welfare Department Court House El Centro, California	Accredited	Accredited
INYO	County Welfare Department Court House Independence, California	Accredited	Accredited
KERN	County Welfare Department P. O. Box 316 (1115-26th St.) Bakersfield, California	Accredited	Accredited
KINGS	Department of Public Welfare Court House, P. O. Box 599 Hanford, California	Accredited	Accredited
LAKE	Lake County Welfare Department Lakeport, California	Accredited	Accredited
LASSEN	County Welfare Department Court House Susanville, California	Inspection	Inspection
LOS ANGELES	L.A. County Public Welfare Comm. Rm. 1003 Civic Center Building 205 South Broadway Los Angeles, California	Accredited	Accredited
MADERA	Department of Public Welfare Welfare Building, Madera Ave. Madera, California	Accredited	Accredited
MARIN	County Welfare Department Masonic Building San Rafael, California	Accredited	Accredited

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## APPENDIX

VIII

VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
MARIPOSA	Department of Social Welfare I.O.O.F. Building Mariposa, California	Inspection	Inspection
MENDOCINO	County Welfare Department Court House Ukiah, California	Accredited	Accredited
MERCED	Department of Public Welfare Social Welfare Building Court House Square Merced, California	Accredited	Accredited
MODOC	Department of Social Welfare Alturas, California	Accredited	Accredited
MONO	Department of Social Welfare Court House Bridgeport, California	Accredited	Accredited
MONTEREY	State Department of Social Welfare 995 Market Street San Francisco 3, California	Not delegated	Not delegated
NAPA	County Welfare Department Court House Napa, California	Accredited	Accredited
NEVADA	Nevada County Welfare Dept. Court House Nevada City, California	Accredited	Accredited
ORANGE	Department of Social Welfare Court House Annex Santa Ana, California	Accredited	Accredited
PLACER	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
PLUMAS	Plumas County Welfare Dept. Court House Quincy, California	Inspection	Inspection
RIVERSIDE	County Welfare Department 3855 Market Street Riverside, California	Accredited	Accredited

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VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
SACRAMENTO Outside City Limits	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
City of Sacramento	Sacramento City Health Dept. City Hall Sacramento, California	Accredited	Accredited
SAN BENITO	County Welfare Department Court House Hollister, California	Accredited	Accredited
SAN BERNARDINO	County Welfare Department 340 Mt. View Avenue San Bernardino, California	Accredited	Accredited
SAN DIEGO	Department of Public Welfare Room 008, Civic Center San Diego 1, California	Accredited	Accredited
SAN FRANCISCO	Department of Public Health 101 Grove Street San Francisco, California	Accredited	Accredited
SAN JOAQUIN	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
SAN LUIS OBISPO	County Welfare Department Box 748 San Luis Obispo, California	Accredited	Accredited
SAN MATEO	Dept. of Public Health & Welfare P. O. Box 110 Redwood City, California	Accredited	Accredited
SANTA BARBARA	County Welfare Department Court House Santa Barbara, California	Accredited	Accredited
SANTA CLARA	County Welfare Department 45 West St. James Street San Jose, California	Accredited	Accredited
SANTA CRUZ	County Social Welfare Dept. 106 Front Street Santa Cruz, California	Accredited	Accredited

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VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
SHASTA	Shasta County Welfare Dept. Court House Redding, California	Inspection	Inspection
SIERRA	County Welfare Department Court House Downieville, California	Accredited	Accredited
SISKIYOU	County Welfare Department Court House Yreka, California	Inspection	Inspection
SOLANO	Solano County Welfare Dept. Room 17, City Hall Vallejo, California	Accredited	Accredited
SONOMA	Social Service Department Court House Annex 207 Exchange Avenue Santa Rosa, California	Accredited	Accredited
STANISLAUS	Stanislaus County Welfare Dept. 2301 H Street Modesto, California	Accredited	Accredited
SUTTER	County Welfare Department P. O. Box 712 Yuba City, California	Accredited	Accredited
TEHAMA	Department of Public Welfare 612 Washington Street Red Bluff, California	Accredited	Accredited
TRINITY	Department of Public Welfare Weaverville, California	Inspection	Inspection
TULARE	Department of Public Welfare Court House, P. O. Box 671 Visalia, California	Accredited	Accredited
TUOLUMNE	Tuolumne County Welfare Dept. Court House, P. O. Box 422 Sonora, California	Accredited	Accredited
VENTURA	Department of Social Welfare 121 No. Fir Street Ventura, California	Inspection	Inspection

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VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
VENTURA	Ventura Probation Department Court House, P. O. Box 769 Ventura, California	Inspection	
YOLO	County Dept. of Social Welfare Court House, P. O. Box 176 Woodland, California	Accredited	Accredited
YUBA	Yuba County Welfare Dept. 313 C Street Marysville, California	Accredited	Accredited

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The following pamphlets may be ordered from the New York State Committee on Mental Hygiene, 105 E. 22nd Street, New York 10, N.Y. (2¢ per pamphlet should be added for postage.)

Fundamental Needs of the Child. Lawrence K. Frank. \$.15.

Mental Health of Maturity. Robert L. Sutherland. \$.10.

Child Management. U.S. Children's Bureau. \$.10.

Children's Sleeping, Clothing, and Toilet Habits. Marion L. Faegre. \$.05.

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## XI SUGGESTED PROCEDURE FOR MAINTAINING STATISTICAL CARD FILE

XI

The following is a suggested progressive statistical card for boarding homes. Other appropriate items may be entered in blanks 8 through 11 if additional control information is desired for other than statistical purposes.

Case No. _____	Name _____			
Address _____				
	1946	1947	1948	1949
1. Inquiry Rec'd.				
2. New Appl. Rec'd.				
3. License Issued				
4. Renewal App. Rec'd.				
5. Withdrawn				
6. Discontinued				
7. Denied				
8.				
9.				
10.				
11.				

The experience of several agencies has indicated that the following procedure is a good method for setting up a statistical card file system from which the monthly statistical reports on boarding homes (Forms BHC 41 and BHA 41) can be readily obtained. While the method is particularly adapted for use with large caseloads, it may also prove helpful with small caseloads.

The method consists of setting up sections in a card file which correspond to various items of the statistical report. The cards are filed in these sections according to the status of the case, as indicated by dates entered on the card. At the end of the month, the statistical report is compiled by counting the cards in the various sections of the file.

If the caseload is very large, a separate file should be set up for each type of care (private homes, special homes for the aged, full-time care, day care, and parent-child care).

If the caseload is small, only one file for children's homes and one file for aged need be used. The different types of homes within these files can be identified by different colored flags on the cards; e.g. a green flag for private homes for aged, a blue flag for special homes, etc. Each card file should consist of four main groups, separated by card index guides:

- I. Inquiries \*
- II. New Applications
- III. Renewals
- IV. Licensed Homes

(Section Continued on Next Page)

\* - A count of inquiries is not required on the statistical report, but most agencies find it helpful to keep a card file of inquiries.



XI (Continued)

XI

All but the first of these groups need subdivisions. A suggested arrangement of the whole file is as follows:

## I. Inquiries.

## II. New applications.

- A. Received during month (at end of month move any cards not acted on to II E, Pending).
- B. Granted during month (at end of month move these cards to IV A, Currently licensed).
- C. Withdrawn during month (at end of month move these to obsolete file).
- D. Denied during month (at end of month move these to obsolete file).
- E. Pending.

## III. Renewals.

- A. Due this month (at end of month move any not acted on to III F, Renewals pending).
- B. Granted during month (at end of month move these to IV A, Currently licensed).
- C. Denied during month (at end of month move these to obsolete file).
- D. Withdrawn during month (at end of month move these to obsolete file).
- E. Discontinued without reapplication (at end of month move these to obsolete file).
- F. Pending.

## IV. Licensed homes.

- A. Currently licensed.
- B. Discontinued during month (at end of month move these to obsolete file).
- C. Revoked during month (at end of month move these to obsolete file).

The cards are moved through the various sections of this file according to the changes in the status of the case. It will be noted from the above outline that many of the sections are to be cleared at the end of each month (i.e. the cards are to be moved to another section or to the obsolete file). These sections must not be cleared until the statistical report is made. Once the statistical report is completed, they should be cleared immediately to make room for the next month's cards.

Following is an example of how a case would move through the file, from the time of first inquiry through renewal licensing:

Inquiry received June 2, 1946. A new card is made, the date of inquiry entered in Item 1 of the 1946 column, and the card filed in Section I of the card file.

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XI (Continued)

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Application received July 1, 1946. Date is entered in Item 2 of the 1946 column, and the card moved to Section II A of the file. At the end of the month it is moved to Section II E, Pending.

License issued August 1, 1946. Date entered in Item 3 of the 1946 column and card moved to Section II B of the file. At the end of the month it is moved to IV A, Currently licensed. The card remains in the Currently licensed section until the date of expiration of the license, unless the license is discontinued or revoked whereupon the card is moved to Section IV B or IV C. If the home is still active on the date of expiration of the license (July 31, 1947), the card is moved to Section III A on August 1. If not acted on by the end of August, it is moved to Section III F, where it remains until acted on. When action is taken, the date is entered on the card and the card is moved to the proper section showing the action (IIIB, III C, III D or III E). At the end of the month it is returned to Section IV A, Currently licensed, or put in the obsolete file if denied, withdrawn, or discontinued without reapplication.

It is apparent that use of this card file depends on (a) prompt entry on the card of dates of change in status; (b) filing the card in the proper section according to the status of the case.

In order to maintain control on the accuracy of the file, keep track of the movements of the cards on an "In Card" and an "Out Card" kept in front of each section. Every time a card is moved into a section, enter the date and case number on the "In Card". Every time one is moved out of a section, enter the date and case number on the "Out Card". This provides a means of checking back on the movement of the cards through the file in case one gets out of place. It will also expedite compiling figures for the statistical report, as all the entries for one month can be counted on these "In" and "Out" cards.



## XII SUGGESTED PROCEDURE FOR COMPILING STATISTICAL REPORTS

XII

The suggested statistical control card and file may be used to compile the mandatory statistical reports (Forms BHC 41 and BHA 41). (See Chapter VIII, Statistical Procedures.)

The symbols and numbers appearing in the following suggested procedure correspond to the symbols and numbers on the statistical report form:

SECTION A  
NEW APPLICATIONS

1. New applications pending at beginning of month. Enter the figure carried in Item 5 of the previous month's report.
2. New applications received during month. Enter the number of cards filed in Section II A of the card file during this month, as recorded on the "In Card" for the section. This figure will not agree with the number of cards remaining in that section at the end of the month if some of the applications were acted on and the cards consequently were moved to another section. However, the figure should agree with the number of cards remaining in the section plus the number entered on the "Out Card" during this month.
3. Total new applications. Enter the sum of Items 1 and 2 of the report.
4. New applications disposed of during month. After making the entries in Items 4a, 4b and 4c, enter the sum of these entries.
  - 4a. New applications granted during month. Enter the number of cards filed in Section II B of the card file, as recorded on the "In Card" for this section. This figure should agree with the number of cards appearing in this section on the last day of the month.
  - 4b. New applications withdrawn during month. Enter the number of cards filed in Section II C of the card file, as recorded on the "In Card" for this section. This figure should agree with the number of cards appearing in this section on the last day of the month.
  - 4c. New applications denied during month. Enter the number of cards filed in Section II D of the card file, as recorded on the "In Card" for this section. This figure should agree with the number of cards appearing in this section on the last day of the month.
5. New applications pending at end of month. Subtract Item 4 from Item 3.

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XII (Continued)

XII

SECTION B  
RENEWALS

6. Renewals pending at beginning of month. Enter the figure carried in Item 10 of the previous month's report.
7. Renewals falling due during month. Enter the number of cards filed in Section III A of the card file during this month, as recorded on the "In Card" for that section. This figure will not agree with the number of cards remaining in the section at the end of the month, if some of these renewals were acted on during the month and the cards consequently were moved to another section. However, the figure should agree with the number of cards remaining in the section plus the number entered on the "Out Card" during this month.
8. Total renewals. Enter the sum of Items 6 and 7.
9. Renewals disposed of. After making the entries in Items 9a, 9b, 9c and 9d, enter the sum of these entries.
  - 9a. Renewal licenses granted. Enter the number of cards filed in Section III B of the card file, as recorded on the "In Card" for that section. This figure should agree with the number of cards appearing in the section on the last day of the month.
  - 9b. Renewal applications denied. Enter the number of cards filed in Section III C of the card file as recorded on the "In Card" for that section. This figure should agree with the number of cards appearing in the section on the last day of the month.
  - 9c. Renewal applications withdrawn. Enter the number of cards filed in Section III D of the card file, as recorded on the "In Card" for that section. This figure should agree with the number of cards appearing in the section on the last day of the month.
  - 9d. Discontinued without reapplication. Enter the number of cards filed in Section III E of the card file, as recorded on the "In Card" for that section. This figure should agree with the number of cards appearing in the section on the last day of the month.
10. Renewals pending at end of month. Subtract Item 9 from Item 8.

(Section Continued on Next Page)



XII (Continued)

XII

SECTION C  
CASES

11. Homes currently licensed at beginning of month. Enter the figure carried in Item 18 of the previous month's report.
12. New licenses granted during month. Enter the figure appearing in Item 4a of the report.
13. Renewal licenses granted during month. Enter the figure appearing in Item 9a of the report.
14. Total licenses in effect during month. Enter the sum of Items 11, 12, and 13. Note that this figure represents the number of licenses in effect, not the number of licensed homes. A home for which the renewal fell due and was granted in the same month actually had two licenses in effect during that month.
15. Renewals falling due during month. Enter the figure appearing in Item 7 of the report.
16. Current licenses discontinued during month. Enter the number of cards filed in Section IV B of the card file, as recorded on the "In Card" for this section. This figure should agree with the number of cards appearing in the section on the last day of the month.
17. Current licenses revoked during month. Enter the number of cards filed in Section IV C of the card file, as recorded on the "In Card" for this section. This figure should agree with the number of cards appearing in the section on the last day of the month.
18. Homes holding license at end of month. Subtract Items 15, 16, and 17 from Item 14.

After the statistical report has been completed, clear the file by moving the cards in Sections II A, II B, II C, II D, III A, III B, III C, III D, III E, IV B and IV C to the appropriate pending, currently licensed, or obsolete files. (See outline in Appendix XI). After the file is cleared, the number of cards in Section II E, New applications pending, should agree with the entry in Item 5 of the report. The number of cards in Section III F, Renewals Pending, should agree with the entry in Item 10 of the report. The number of cards in Section IV A, Currently licensed, should agree with the entry in Item 18 of the report.

If there are discrepancies between the number of cards in the file and the entries in the report, first recheck the report for mathematical accuracy. If the discrepancies remain, check each card in the section that is out of balance to see that it is filed correctly. If the error still persists, check each card in the off-balance section back through the "In Cards" and "Out Cards" of the sections through which it had to move to see that it was properly recorded and counted.

XIII FORM INDEX

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Form No.NameApplication Forms

BHA 10

Application for License to Operate a Private Home for Aged

BHC 10.1

Application for License - Care of Children

Renewal Application Forms

BHA 11

Application for Renewal of License to Operate a Private Home for Aged

BHC 11.1

Application for Renewal of License - Care of Children

Withdrawal Forms

BH 12.1

Withdrawal of Application

Reference Reports

BHA 20

Report of Reference for Application for License for Care of Aged

BHC 20

Reference for License to Care for Children

Initial Investigation Reports

BHA 21

Investigation of Family Boarding Home for Aged

BHC 21

Investigation of Family Boarding Home for Children

Renewal Investigation Reports

BHC 22

Renewal Investigation of Family Boarding Home for Children

Fire Safety Forms

BH 23.6

Request for Fire Safety Report

Notice of Investigation Completed (Accredited Inspection Agencies Only)

BH 25

Agency Report Re Cases Ready for Review

Licenses

\*BHA 30.1

License to Conduct a Boarding Home for Aged People

\*BHC 30.1

License to Conduct a Boarding Home for Children

\*FORMS MARKED WITH ASTERISK AVAILABLE FROM STATE BUREAU OF PURCHASES, SUPPLY DEPARTMENT, STATE OFFICE BUILDING NO. 1, SACRAMENTO 14, CALIFORNIA. OTHER FORMS OBTAINABLE, FREE OF CHARGE, FROM STATE DEPARTMENT OF SOCIAL WELFARE.

(Section Continued on Next Page)



XIII (Continued)

XIII

Discontinuance of License

BH 31.2

Request for Discontinuance of License

Licensing Action Sheets

BH 32

Licensing Action Sheet

BH 33

Closing Report - BHA and BHC

Statistical Reports

BHA 41

Monthly Statistical Report on Licensing of  
Boarding Homes for Aged

BHC 41

Monthly Statistical Report on Licensing of  
Boarding Homes for ChildrenRegisters

BHA 50

Form of Register for Licensed Home for Aged

BHC 50

Register for Boarding Home for Children

Medical Consent

BHC 51

Parents' Signed Consent for Emergency Medical  
and Surgical CareNotice of Death

BH 52

Notice of Death - BHA and BHC

Fiscal Forms

\*BHA 80

Affidavit to Accompany Monthly Claim for  
Reimbursement Aged Boarding Homes

\*BHC 80

Affidavit to Accompany Monthly Claim for  
Reimbursement Children's Boarding Homes

\*BHA 81

Detail - Monthly Claim for Reimbursement for  
Inspection and Licensing Services Rendered  
Under Section 2302

\*BHC 81

Detail - Monthly Claim for Reimbursement for  
Inspection and Licensing Services Rendered  
Under Section 1622

\*Forms marked with asterisk available from State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento 14, California. Other forms obtainable, free of charge, from State Department of Social Welfare.

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
(14)

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET  
(13)

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET  
(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

## Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
September 26, 1946

### SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN  
1680 NORTH VINE STREET  
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1100 UNION STREET  
SAN FRANCISCO

JOHN C. CUNEO

922 J STREET  
MODESTO

GERALD C. KEPPLER

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REV. THOMAS H. MARKHAM

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SACRAMENTO

JOHN T. MARTIN

1170 SEVENTH AVENUE  
SAN DIEGO

MRS. JESSIE S. WILLIAMSON

2816 OAK KNOLL TERRACE  
BERKELEY

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made  
by the State Department of Social Welfare.

### BOARDING HOME MANUAL LETTER NO. 1-A

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*C. M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

63:b5  
Attachments



MAIN OFFICE  
SACRAMENTO  
616 K STREET

EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
September 25, 1946

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BOARDING HOME MANUAL LETTER NO. 1-A

The attached pages for your copy of the Boarding Home Manual for Aged and Children contain corrections of omissions in the original printing. Please substitute these pages for the corresponding pages in the manual sent to you with Manual Letter No. 1, issued September 18, 1946.

**FILED**  
In the office of the Secretary of State  
of the State of California  
SEP 30 1946  
FRANK M. JORDAN, Secretary of State  
By *Robert V. Jordan*  
Assistant Secretary of State

## VIII (Continued)

## VIII

COUNTY	AGENCY	CHILDREN'S BOARDING HOMES	AGED BOARDING HOMES
SACRAMENTO	County Dept. of Social Welfare	Accredited	Accredited
Outside City Limits	Court House Annex Sacramento 14, California		
City of Sacramento	Sacramento City Health Dept, City Hall Sacramento, California	Accredited	Accredited
SAN BENITO	County Welfare Department Court House Hollister, California	Accredited	Accredited
SAN BERNARDINO	County Welfare Department 340 Mt. View Avenue San Bernardino, California	Accredited	Accredited
SAN DIEGO	Department of Public Welfare Room 008, Civic Center San Diego 1, California	Accredited	Accredited
SAN FRANCISCO	Department of Public Health 101 Grove Street San Francisco, California	Accredited	Accredited
SAN JOAQUIN	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
SAN LUIS OBISPO	County Welfare Department Box 748 San Luis Obispo, California	Accredited	Accredited
SAN MATEO	Dept. of Public Health & Welfare P. O. Box 110 Redwood City, California	Accredited	Accredited
SANTA BARBARA	County Welfare Department Court House Santa Barbara, California	Accredited	Accredited
SANTA CLARA	County Welfare Department 45 West St. James Street San Jose, California	Accredited	Accredited
SANTA CRUZ	County Social Welfare Dept. 106 Front Street Santa Cruz, California	Accredited	Accredited

(Section Continued on Next Page)



XIII (Continued)

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Under Section 2302

\*BHC 81

Detail - Monthly Claim for Reimbursement for  
Inspection and Licensing Services Rendered  
Under Section 1622

\*BHA 82

Notice of Discontinuance of Aged Boarding  
Home Licenses

\*BHC 82

Notice of Discontinuance of Children's  
Boarding Home Licenses

\*Forms marked with asterisk available from State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento 14, California. Other forms obtainable, free of charge, from State Department of Social Welfare.

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995 MARKET STREET  
(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

## Department of Social Welfare

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento 14  
September 27, 1946

### SOCIAL WELFARE BOARD

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2816 OAK KNOLL TERRACE  
BERKELEY

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 286 (OAS) Emergency Regulation

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*C. M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

63:b5  
Attachment



Certified as a Regulation (or as  
Regulations) of the

Dept of Social Welfare  
(Name of State Agency)

C. M. Wallenberg  
(Signature)

Director  
(Title)

9 | 27 | 46  
(Date)

MAIN OFFICE  
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EARL WARREN  
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STATE OF CALIFORNIA

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DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
September 23, 1946

7-141C 103, 113, 114, 115  
**FILED**  
In the office of the Secretary of State  
of the State of California

SEP 30 1946

FRANK M. JORDAN, Secretary of State

By

*Frank M. Jordan*  
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 286 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Filing of Old Age Security  
Administrative Expense Claims  
for Month of September, 1946

Department Bulletin No. 284 (3 Aids), subject: Amendments to Social Security Act Effective October 1, 1946, outlined changes in forms and procedures due to amendments to Title I of the Social Security Act as passed by Congress. These amendments are effective October 1, 1946.

Further information has been received that claims for Federal participation in administrative expenditures incurred for Old Age Security must be segregated as to periods prior to October 1 and subsequent to September 30. The former group will be covered by the 5 per cent addendum contributed for administrative expenditures of which 3 per cent has been immediately passed on to the counties and the latter group deals with the percentage basis of reimbursement.

In segregating expenses for periods prior to October 1 some of the determining factors will be:

- a. Date goods received.
- b. Period during which services were rendered.
- c. Period during which facilities used.
- d. Dates on which travel performed.

All counties whether reporting heretofore on either a cash or accrual basis shall, for the one month of September, 1946, set up for inclusion in the September claim, all "unliquidated encumbrances" of record covering:

1. Invoices or estimates covering cost of goods or supplies actually received prior to October 1 but unpaid.
2. All administrative payrolls for periods prior to October 1 but unpaid.



3. Invoices or estimates covering rentals, telephone and telegraph, heat and light, etc., for all periods prior to October 1 but unpaid.
4. Expense accounts received or estimated for all periods prior to October 1 but unpaid.

ALL UNCLAIMED EXPENDITURES FOR PERIODS PRIOR TO OCTOBER 1, 1946, SHALL BE INCLUDED IN THE CLAIM FOR THE QUARTERLY PERIOD ENDING SEPTEMBER 30, 1946.

All counties can then start on a basis from which they can readily segregate for inclusion in the October, 1946, claim only those expenditures applicable to periods subsequent to September 30.

Very sincerely yours,

*Chas. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare